

Digital Signature Application Check List for Member

Particulars	Tick
Duly Filed Application form in "Blue Ink"	
Copy of PAN Card & Aadhar Card of the Applicant	
Copy of Organization Documents as per List	
Cheque in Favor of "Pagaria Advisory Pvt Ltd"	

PRICING OPTION

Renewal with a new Token for 2 Years(FIPS Level 3 Certified) - Rs2,000/-	
Class 3 Org Signing Certificate	1044
SMS & Video Verification	347
USB Token FIPS Level 3	377
Service Tax	209
VAT	23
Free Technical Support for 2 Years	Nil
PDF , File, Office Signing tool worth Rs 3000 - Licensed Version	Nil
Total	2,000

Note : Video Verification and Mobile number verification is mandatory for issuance of Class 3 Digital Signature. If the applicant himself visits for the enrollment of Digital signature with his aadhar card - then video verification is not required

For Video Verification with Recording

You will received a Link in you E mail after you have submitted your form. Link on the Link in the Email and then Capture you Video using Webcam and then Submit

For Telephone Verification

Option 1 : Complete telephonic Verification from registered Mobile Number by Calling on 1800-419-2929 Extn 8/ 044 or 044-66800000 Extn 8 . Tell the representative your Request ID* and Email ID

OR

Option 2 : send SMS to 9664166000 / 8546800060 in Format " SAFE <Request ID*> < Email ID> Confirmed

** You will received the request ID on your mobile after we complete the enrollment*

Address for DSC Application

Brihan Mumbai Custom Housing Agent Association, 73-74, Mittal Tower, "C" Wing, 7th Floor, Nariman Point, Mumbai - 400 021 Tel - +91 22 2288 0492

Help Line Number and Ticket Support

Mob: 97022 67539 | Tel: 022 6792 4642 | 022 6643 4642 | 9594417804 Ticket Support:
www.support.cryptoplanet.in | E Mail: support@pagariagroup.com

Partner Name:	
Sify RA:	
Date of Issuance:	

DOCUMENT CHECKLIST FOR CLASS 3 ORGANIZATION SIGNING CERTIFICATE

Document of the Applicant

- * PAN Card of the applicant (Mandatory - Attested by Bank or Gazetted officer)
- * Aadhar Card of the applicant

Document for Organization – All Documents to be Attested by Authorized Signatory with Stamp or Seal

Type of Organization Document	Company	Partnership	Proprietorship	Others
Copy of Organization PAN Card / Proprietor PAN Card	✓	✓	✓	✓
Copy of Organizational Bank Statement (Latest 2 Pages)	✓	✓	✓	✓
Copy of Incorporation / Registration Certificate of Organization / Business Registration Certificate (VAT ,ST, S &E)	✓		✓	✓
Copy of Memorandum & Articles / Partnership deed / Bye Laws (First 2 Pages)	✓	✓		✓
Copy of Last Audit Report & Annual Return (First 2 Pages)	✓			✓
Copy of Latest ITR With Computation		✓	✓	✓
Copy of Resolution Empowering the Authorized Signatory *	✓			✓

***Note:**

Resolution not Required if Authorization Made by Directors / Partners of the Organization – Identity Proof of Such Person which contain their Signature Should be attached to the Form

Sample Format of Resolution

Extracts of the meeting of the [Partners/Board of Directors/Governing Body] of [Name of the Organisation] held on [Date]

“Resolved that Mr. **[Name of the person being appointed for authorization]**, whose details, photo and signature given below, be and is hereby appointed to Authorize **[all or any or selected Persons of the Organisation as per list]** at **[Name of branch/Unit/Department]** for obtaining Digital Signatures of **[Class 3 with Organisation Name having Validity 2 years for Signing]** on behalf of the Organisation.”

Name of the person Appointed for Authorization: Designation : Department: Employee Code: Employee ID Card No : Address: Signature: Contact No. Date:	Photo of the Person with seal of the Organisation
---	--

Certified true Copy

For **[Name of the Organisation]**

Signature of the Partner/Director/Chairman/Secretary/Head of Department