

Digital Signature Application Check List for Member

Wef from 01st July 2015, Digital Signature application has under gone changes listed as under:

- New Application Forms
- Application form to be filled in Blue Ink Only
- Additional Documents required for Organizational Proof
- Documents to be attested by Gazetted office, Banker or Post Manster
- Email Verification & Video Verification by way of Video recording is mandatory
- Telephone Verification is mandatory
- Unique Email ID and Mobile Number has to be used for each application
- Mobile Pin will be required for Activation and Download of Certificate

** Please note with all these new changes DSC issuance will take minimum 4-5 Working Days*

Revised Charges will be as under :

| Particulars | Amount |
|--|-------------------|
| Cost of Class 3 Digital Signature -2 Years Validity | Rs 1,600/- |
| Video Verification and Phone Verification Charges | Rs 800/- |
| Total Charges (Revised) | Rs 2,400/- |
| Cheque to be Drawn in the name of "Pagaria Advisory Private Limited" | |

For Video Verification with Recording

You will received a Link in you E mail, on which you have to open . First Verify you Email ID and then Capture you Video using Webcam and then upload

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 in Format " SAFE <Request ID*> < Email ID> Confirmed

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

Address for Form Submission

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

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

Digital Signature Certificate Subscription Form

| | | | | | | | | | | | | | | | | | | | |
|----------------------|---------|--------------------------|---------------|--------------------------|------------|--------------------------|---------|--------------------------|-------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Class of Certificate | Class 2 | <input type="checkbox"/> | Individual | <input type="checkbox"/> | Signing | <input type="checkbox"/> | 1 Year | <input type="checkbox"/> | Request Id: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Class 3 | <input type="checkbox"/> | With Org Name | <input type="checkbox"/> | Encryption | <input type="checkbox"/> | 2 Years | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Section 1: Subscriber Details

Name*:

Designation :

Date of Birth*: Gender*: ☐ Male ☐ Female

Address (Residential address in case of Individual or Organization address in case of DSC with ORG)

Organisation Name * :

(Mandatory in case of ORG DSC)

Door No/Building Name * :

Road/ Street/ Post Office * :

Town/ City/ District * :

State/ Union Territory * :

Country* : PIN Code*

Telephone Number* (with STD Code):

Mobile Number* :

Email id* :

* Self Attested Photo

- Use blue-ink only including signature.
- Ensure the Name, Designation, Address and Contact number of the attesting officer in at least one of the attestation document.

Section 2: Identity Proof Details

| | |
|---|---|
| Photo Identity Proof * Identity Proof Name (Eg: Pan Card, DL, Passport, ...) Identity Proof Number | Address Proof * Address Proof Name (Eg: Passport, DL, Latest Telephone Bill, ...) |
|---|---|

Note*: Subscriber's signature should appear on the Photo ID Proof.

Section 3: Declaration

I hereby declare that all the information provided in this Subscription form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for the digital signature certificate, the duties and responsibilities which are applicable under the SafeScript CA CPS (<https://www.safescript.com/pdf/cps.pdf>) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Signature of the Subscriber* Date*: Place*:

Note*: Subscriber has to sign before the Authorised LRA/Partner for Class 3 DSC.

Section 4: Authorisation (only for ORG DSC)

I, _____ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal*

For office use only

Attestation By Sify Authorised LRA/Partner* (For Class3DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document copies.

Signature and Seal * Date * Name *

Note*: Safescript at its discretion, will make a telephone call to verify the details of the Subscriber.

SafeScript CA Services brought to you by:

Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai - 600 113. E-Mail: enquiries@safescript.com

| | |
|-------------------|----------------------|
| Partner Name: | <input type="text"/> |
| Sify RA: | <input type="text"/> |
| Date of Issuance: | <input type="text"/> |

Important Instruction

Class 3 Organisation (Indian National - Non Aadhaar eKYC based) (Video Recording During Enrollment & Physical Verification is Mandatory)

The Controller of Certifying Authorities of India has specified Identity Verification Guidelines and has made the same Mandatory w.e.f. July 01 2015. In accordance with the guidelines the Applicant should comply with the following.

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

The Subscriber being an Indian National can opt for Aadhaar eKYC based service for issue of Digital Signature to experience a more Simplified procedure relating to documents requirements, mobile verification and physical verification. The Aadhaar eKYC based Digital Signature Form will be separately available. A Biometric device will be provided for verification.

- Please fill the form in BLOCK LETTERS in English. Use only **Blue Ink**. All signatures including DSC applicant, attestation and authorization should be with blue-ink only.
- Subscriber has cross-signed the photograph extending to the Application Form.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, it should be validated by the bank where the Subscriber holds a bank account.
- In the case of applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service.
- Power of attorney is not allowed to sign on behalf of subscriber.
- Inconsistent/incomplete applications are liable to be rejected.
- Subscriber's Email ID in the application should be a valid and active, in order to issue the certificate.
- Mobile Number of DSC Subscriber is Mandatory.
- USB Token (FIPS 140-1/2 level validated Hardware Token) is required for generation of Signing Certificates.
- Proof of PAN is mandatory if PAN value is to be included in the Certificate (Required for Income Tax)
- For Class 3 Digital Certificate, a Video capture facility will be provided.

Document for Indian Nationals – Self Attested in BLUE INK

Document as proof of identity (Any one)

- a) Valid Passport
- b) Valid Driving License
- c) PAN Card
- d) Valid Post Office ID card
- e) Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.
- f) Valid Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.
- g) Any Government issued valid photo ID card bearing the signatures of the individual.

Attestation

Copy of supporting document should be attested by **Authorised executive/Manager of the Bank or Post Master or Group 'A' or Group 'B' Gazetted officer** after physical verification of original documents and with his Seal & Signature specifying his **Name, designation, office address and contact number which should be clearly visible.**

Group 'A' Gazetted officers include

- a) All India services though posted to states
- b) Promotes from states to the cadre of Assistant commissioner and above
- c) Police officers (Circle Inspector and above)
- d) Additional District Civil surgeons
- e) Executive Engineers and above
- f) District Medical Officer and above
- g) Lt. Col and above
- h) Principals of Government Colleges and above
- i) Readers and above of Universities
- j) Patent Examiner etc.

Group 'B' Gazetted officers include

- a) Section Officer
- b) BDO (Block Development Officer)
- c) Tahsildar
- d) Junior Doctors in Government Hospitals
- e) Assistant Executive Engineer
- f) Lectures in Government colleges
- g) Headmaster of Government high schools
- h) 2nd Lieutenant to Major
- i) Magistrate etc.

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 Employee ID / Payslip of Authorizing Person (Who has authorized in Section -4 of the Form) | ✓ | | | ✓ |
| 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

Government Employee

Identity verification requirements are as mentioned below:

- Applicant's Valid identity card
- Forwarding Letter by the Head of Office.
- A letter/notification from Head of Department authorizing the Head of Office
- The attestation of documents may be carried out by Head of the Office/Gazetted Officer. The attestation should contain Signature, Seal, Name, Designation, Office address and contact number of the attestation Officer.
- For Class 3 certificate Head of Department should certify the physical verification of subscriber with his signature and seal mentioning his Name, designation, office address and contact number.

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 ____ with Organisation Name having Validity ____ years for Signing/Encryption/Both Signing & Encryption] on behalf of the Organisation.”

| | |
|---|--|
| Name of the person Appointed for Authorisation: 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