

SIGNATURE IN BLUE INK ONLY. FORMS FILLED OTHER THAN BLUE INK SHALL BE REJECTED*

Applicant ID (Internal use)

Order ID (Internal use)

Please select Certificate type

TIP : Please select class of certificate and validity.

Class

2☐3☐

Year

1☐2☐3☐

Type

Signing☐Sign & Encrypt☐

Please fill the applicant details

TIP : The certificate would be issued in the following name.

APPLICANT

Name

Moblie No.

E-mail ID

Please fill organization details

TIP : Please tell us about your organization.

Organization Name

Organization Address

Department

Town/City/District

State/Union Territory

Pin Code

Organization PAN

GST No.

Identity & Address Proof

☐ Passport☐ Driving licence☐ Others*

Aadhar No.

Identity Proof

☐ Aadhar☐ PAN Card☐ Others*

I'm / We're aware of risks associated in case of class 2 & 3 Certificate, when originated and stored in a software format (PFX / P12). We shall ensure all responsibilities towards securing the certificate at our end, and implement all measures to avoid unauthorized access / usage / distribution / copying of the private key.

Organization Type :	Proprietorship	Partnership	LLP	AOP	NGO / Trust	Corporate Entities	Government
Document Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GST / VAT / ST & SNE Registration	✓				✓		
Bank Account (2 Pages)	✓	✓	✓	✓	✓	✓	
ITR (1 Page)		✓	✓	✓	✓		
Partnership Deed / Agreement / Trust Deed (2 Pages)		✓	✓		✓		
Organization Pan Card		✓	✓	✓	✓	✓	
Certificate of Incorporation			✓	✓	✓	✓	
Articles and MOA / Rules / By Laws (as applicable)			✓	✓	✓	✓	
Audit Report (2 Pages)					✓	✓	
Board / Authority Resolution				✓	✓	✓	
Organization ID Proof of Signatory (authorizing person)				✓	✓	✓	✓
Security Letter	✓	✓	✓	✓	✓	✓	✓
Authorization Letter		✓	✓				✓

Important:

- The DSC will be issued to Proprietor (in case of Proprietorship) and to Authorized Signatories for any other entities.
- The authorization letter should have photograph of the applicant and ID proof of signatory.
- The DSC authorization letter should have a Board of Resolution in case of corporate.
- The DSC authorization letter should be counter signed by at least one authorized signatory for every other entity apart from Proprietorship.

Instructions:

1. Please fill up the form in 'English' only.

2. Incomplete, illegible or inconsistent applications will be rejected.

3. Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master.

4. The utilities bill or bank statement should not be older than 3 months from the application date.

5. Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.

6. For CLASS 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.

7. Mobile verification by the applicant is mandatory.

8. DSC Download link is sent to the applicant email only.

9. The certificates must be downloaded only in a cryptographic device.

10. Applicants must refer to Capricornid CPS at www.certificate.digital

11. Contact us at : support@certificate.digital or at +91 011 4244 8288

12. The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India

13*. Applicant can also submit their Identity proof as: Pan Card, Post office ID Card Bank account Passbook, Government issued photo ID Card,

14*. Address Proof gas connection,Voter Id Card, Electricity Bill, Service Tax/ Vat Tax/ Sales Tax Reg. Certificate,Telephone Bill,Water Bill, Property Tax, Corporation Tax, Municipal Corporation Reciept,BankStatement Signed By Manager.

Authorization Letter

NOTE: The authorized signatories for applying digital signature certificate should be duly authorized by the resolution of board of directors/ partners.

TO,
CAPRICORN IDENTITY SERVICES PVT. LTD.
This is to certify that
Mr. / Ms (certificate applicant) _____
Mobile no. _____ has provided correct information in the application form for issuance of digital certificate to the best of my knowledge, is
working with (organization name) _____ He / She is hereby authorized to obtain a
digital certificate issued by Capricorn Identity Services pvt. ltd.

Details of authorising person

Name

Designation

Identity / Card No. / Employee Id

Date

Signature of authorising person only with seal of the organization

Place

Applicant Declaration Letter

The following declarations should be obtained from subscriber in the Document Signer Certificate application form:

- I hereby declare and understand that Organizational Document Signer certificate issued to us will be used only for automated signing of documents / information and will not be used in any other context including individual signature.
- I hereby declare that necessary controls have been built in software applications to ensure that there is no misuse.
- I hereby declare and understand that the document / messages authenticated using Organizational Document Signer Certificate issued to us is having organisational accountability.
- The key pair was generated on a HSM which is under the administrative and physical custody of (Organization name) and that signing key activated controls are only with (applicant name).
- The HSM will not be used for any purpose other than for signature by (Applicant name).
- The HSM has been configured to ensure that signing keys generated from HSM are not exportable from the HSM.
- DSC will be revoked immediately in the event of (applicant name) quitting or being transferred from (organization name).
- for encryption certificate only I hereby undertake that a backup copy of the encryption key will be securely maintained by me.

Applicant Name

Applicant Signature

Note: 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 liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Date:

Place:

Signature of applicant as in ID Proof

affix recent
passport
size photograph
of the
applicant

applicant has to sign across
the photograph extended
to application form

For Official Use Only

Please affix Partner / Re-seller / Associate Signature here.
Verification Officer / Trusted Role Signature to be affixed here.

Signature

