



Registration Form for Digital Signature Certificate [Enterprise]



Customer Identification Number: \_\_\_\_\_

Instructions:

- 1. The Form is divided into 2 parts; Form A and Form B
2. Form A contains details of certificate applicant and needs to be filled up each time. Form B contains organizational details and needs to be filled up only once for an Enterprise/ Organization.
3. Please fill the form in BLOCK LETTERS in English only

Affix recent passport size photograph of the Applicant

FORM A

1. TYPE OF DIGITAL CERTIFICATE

1. Class III d [ ]

2. CERTIFICATE VALIDITY 1 Yr. [ ] 2Yrs. [ ]

3. NAME OF THE APPLICANT (As required in the DIGITAL CERTIFICATE)

(Please ensure that the name as it appears in the Identity Proof matches with the name mentioned below)

[Grid for name entry]

4. OFFICE ADDRESS

[Grid for address line 1]

[Grid for address line 2]

Town / City / District

[Grid for town/city/district]

State / Union Territory

[Grid for state/union territory]

Pin

[Grid for pin code]

Contact No.

[Grid for STD Code]

[Grid for Phone No]

[Grid for Fax No]

(STD Code)

Phone No

Fax No

Mobile Phone No.

[Grid for mobile phone number]

5. DATE OF BIRTH

[Grid for DATE]

[Grid for MONTH]

[Grid for YEAR]

DATE

MONTH

YEAR

eg.

20

OCT

1970

6. E-MAIL ADDRESS

[Grid for email address]

7. IDENTITY DETAILS

(Please tick and fill ANY ONE)

No.

[Grid for identity details number]

Passport / Voter's ID / PAN / Driving Lic. / Ration Card No. / PF Ac.



Customer Identification Number: \_\_\_\_\_

8. **DEVICE DETAILS**

Device Name:

[Grid for Device Name]

Device Serial No.:

[Grid for Device Serial No.]

Physical Location:  
(Where device is hosted)

[Grid for Physical Location]

Services offered by the Device:

[Grid for Services offered by the Device]

DETAILS REQUIRED IF APPLICANT IS A FOREIGN NATIONAL

9. **DETAILS**

Nationality

[Grid for Nationality]

Passport No.

[Grid for Passport No.]

Visa Details

[Grid for Visa Details]



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FORM B

10. ORGANIZATIONAL DETAILS TO BE FILLED UP ONLY ONCE FOR AN ORGANIZATION

(Please disregard if already submitted)

Corporate / Head / Registered Office Address:

[Grid for Corporate / Head / Registered Office Address]

[Grid for Corporate / Head / Registered Office Address]

Town / City / District

[Grid for Town / City / District]

State / Union Territory

[Grid for State / Union Territory]

Pin

[Grid for Pin]

Contact No.

[Grid for Contact No. (STD Code)]

[Grid for Contact No. (Phone No)]

[Grid for Contact No. (Fax No)]

(STD Code)

Phone No

Fax No

Corporate Web site (URL)

[Grid for Corporate Web site (URL)]

Income Tax PAN No.

[Grid for Income Tax PAN No.]

Bank Details :

Bank Name

[Grid for Bank Name]

Bank Account No.

[Grid for Bank Account No.]

I hereby agree that I have read and understood the provisions of the (n)Code Solutions CA CPS and the Subscriber Agreement and promise to abide by the same.

For CLASS III: I also acknowledge that I shall be using USB Crypto Tokens to store my private key as prescribed in guidelines for storage of private keys mentioned in (n)Code Solutions CA CPS.

Signature Of Applicant

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

[Name: \_\_\_\_\_ ]

Registration form for Digital Signature Certificate along with verification documents can be sent to any one of the nearest LRA locations given on (n)Code Solutions CA website.

Duly mark the envelop as "Application for Digital Certificate".

- Website : www.ncodesolutions.com
E-Mail : support@ncodesolutions.com
Help line : 91-79-26857315



Customer Identification Number: \_\_\_\_\_

DOCUMENTS REQUIRED FOR VERIFICATION

Documents Required and Submitted by the Applicant

**Class III d**

**Documents required only once for an Organization / Enterprise for a Class III d Certificate:**

**Certified true copy (from Company Secretary / a Director / Partner of the Organization) of any one: (Please tick the one submitted)**

Certificate of Incorporation /  Memorandum and Articles of Association /  Registered Partnership Deed /  Valid business license document

**Certified true copy of any one: (Please tick the one submitted)**

Annual Report /  Income Tax Return /  Statement of Income /  Bank details of the organization

**Documents required with each Digital Certificate Application :**

Authorization Letter in favour of the certificate applicant from the applicant organization (as per the format attached herewith)

Latest photograph of the applicant

Device Ownership Proof

**PHYSICAL PRESENCE IS REQUIRED FOR CLASS III d CERTIFICATE APPLICANT**

**Note :**

- Applicants for Class III d certificates shall present themselves at the LRA location where the registration form for Digital Certificate was sent, for verification of physical presence.
- Please refer to the CPS for more information.



Customer Identification Number: \_\_\_\_\_

**Authorization Letter**

*(This Authorization Letter is required on the Organization's letterhead)*

To,  
(n) Code Solutions,  
A Division of Gujarat Narmada Valley Fertilizers Company Limited.

This is to certify that:

Mr. / Ms. \_\_\_\_\_ *(certificate applicant)*

has provided correct information in the Application Form for issue of Digital Certificate to the best of my knowledge and belief and is working with \_\_\_\_\_  
*(organization name)*. He / She is hereby authorized to obtain a Class III Digital Certificate issued by (n)Code Solutions CA.

*Details of Authorized Signatory:*

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Organization Name : \_\_\_\_\_

Signature : \_\_\_\_\_  
(with stamp of Orgn. / Office)

Date : \_\_\_\_\_

Place : \_\_\_\_\_