

TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY REQUEST FORM FOR CLASS-2 CERTIFICATE

USER TYPE - COMPANY

Instructions:

- 1. Please fill the form in BLOCK LETTERS
- 2. Items marked with * are mandatory.
- 3. For the items marked with #, details for at least one are mandatory

Affix recent passport-size photograph of the applicant.
Applicant to sign across the photograph.

COM	COMPANY'S DETAILS TO BE FILLED IN BY THE APPLICANT: *																			
COMPANY NAME *																				
СОМЕ	COMPANY REGISTRATION NO. *																			
	Date of Incorporation/Agreement/ Partnership (DD/MM/YYYY) * / / / /																			
Natu	Nature of Business																			
Company Income Tax PAN No.																				
	COMPANY ADDRESS A. Corporate / Branch / Registered Office																			
Flat/D	oor/l	Block	No.																	
	6.5		,								1									
Name Buildir			ses/															<u></u>		
Road/ Post C			ne/																	
Area/I Sub-D			aluk	a																
Town	/Citv/	'Distr	rict										1	Τ	T	Ι	1	Τ	Τ	



State/Union Territory								
Pin								
Telephone No.	Area Co	ode		Telepho	ne No.			
Fax	Area Co	ode.		Fax No.				
Web Page URL, if any	Alea Co	ue		rax No.				
APPLICANT'S (AUTHORISE	SIGNATO	RY) PERS	SONAL	DETAIL	<u>.S:</u> * (I	Manda	tory)	
FULL NAME * Last Name/Surname							Ι	
First Name							I	
Middle Name								
GENDER *(Tick as applicable)								
Male		Fema	ale					
DATE OF BIRTH (DD/MM/Y	<u>YYY) *</u>		/	/				
CONTACT ADDRESS Flat/Door/Block No.								
Name of Premises/ Building/Village							I	
Road/Street/Post Office								
Area/Locality/Taluka Sub-Division							Ι	
Town/City/District							Ι	
State/Union Territory								



Pin						
Telephone No.						
	Area Code Telephone No.					
	Extension No.					
Mobile No.						
Important Note: RA office	will contact using the contact numbers provided above.					
Fax No.						
	Area Code Fax No.					
Nationality						
Visa details, in case of Foreign Nationals						
Details for at least	one is mandatory					
Details for at least of PASSPORT DETAILS # Passport No.	one is mandatory					
PASSPORT DETAILS #	one is mandatory					
PASSPORT DETAILS # Passport No. Passport Issuing	one is mandatory					
Passport No. Passport Issuing Authority Passport Expiry Date						
PASSPORT DETAILS # Passport No. Passport Issuing Authority Passport Expiry Date (DD/MM/YYYY) VOTER'S IDENTITY						
Passport No. Passport Issuing Authority Passport Expiry Date (DD/MM/YYYY) VOTER'S IDENTITY CARD NO. #						
Passport Details # Passport No. Passport Issuing Authority Passport Expiry Date (DD/MM/YYYY) VOTER'S IDENTITY CARD NO. # INCOME TAX PAN NO. #						



ANY OTHER DETAILS								
Date	Signature of the Applicant							



TO BE FILLED BY RA OFFICE

The above details have been verified and found to be correct.

TYPE OF DIGITAL CERTIFICATE REQUIRED:

Signing Certificate (Single Key pair) - This can be used for signing and/or encryption

Signature of RA Office

Name:

Date:

Seal:



DOCUMENT CHECKLIST FOR COMPANY TYPE OF CERTIFICATE

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

NOTE:

- NOTARIZATION TO BE DONE BY PUBLIC NOTARY.
- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.

Sr.	Required Documents	Document	Documents	
No.	(Photo copies)	submitted	verified by RA	
1	Company Information			
	(A) Public or Private Limited Companies:			
	(Notarized copy of any one of the documents listed below is required)			
	Certificate of incorporation			
	(OR)			
	Memorandum and Articles of Association			
	(OR)			
	Latest Annual report			
	(B) Partnership Firm:			
	(Attested/ Notarized copy of any one of the documents listed below is required)			
	Partnership deed			
	(OR)			
	Latest Annual Report			
	(OR)	_	_	
	Latest Balance sheet			
	(OR)			
	Latest Income Tax Return			
	(C) Proprietory Firm: (Attested/ Notarized copy of any one of the			
	documents listed below is required)			
	Copy of the Latest bank statement.			
	(OR)			
	Latest Balance sheet			
	(OR)			
	Latest Income Tax Return			
2	Company PAN No. (Required)			

CERTIFYING AUTHORITY Recognized by the controller of Certifying Authorities

3	Resolution of Company/GPA for the authorized	П	
	signatory (Required)		
4	Proof of Address of the applicant (any one attested copy required)		
	Latest Telephone bill		
	(OR)	_	_
	Latest Electricity bill		
	(OR)		
	Passport (OR)		
	Voter's ID	П	
	(OR)	_	
	Ration card		
	(OR)		
	Driver's license		
	(OR)		
	• LIC receipt	Ш	
5	Annlicant Varitication Documents (any one		
3	Applicant Verification Documents (any one attested copy required)		
3	attested copy required) Passport		
3	attested copy required)Passport(OR)		
,	attested copy required)Passport(OR)Voter's ID		
3	 attested copy required) Passport (OR) Voter's ID (OR) 		
3	 attested copy required) Passport (OR) Voter's ID (OR) PAN card 		
3	 attested copy required) Passport (OR) Voter's ID (OR) PAN card (OR) 		
3	 attested copy required) Passport		
3	 attested copy required) Passport (OR) Voter's ID (OR) PAN card (OR) 		
3	 attested copy required) Passport		
3	 attested copy required) Passport		
	 attested copy required) Passport		
6	 attested copy required) Passport		
	 attested copy required) Passport		
6	attested copy required) Passport (OR) Voter's ID (OR) PAN card (OR) Identity Card – Attested by Authorized signatory of the company with photograph. (OR) Driver's license (OR) Ration Card Certificate Request form (Required)		



The certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the RA Office at the following address:

Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'

Vyapar Suvidha Pvt. Ltd.

Address:

12/2,Old Post Office Street, 3rd Floor(Near Kolkata High Court), Kolkata-700001.

Mr.Vishal Agrawal

Ph: 033 - 22487606 Fax: 033 - 22485350 Mobile: 09831187874 E-mail: esoft_1@sify.com

Mr.Nagesh Chakraborty

Ph: 033 - 22487606 Fax: 033 - 22485350 Mobile: 09830190889 E-mail: esoft_1@sify.com

Instructions

- 1. The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart Card etc.) by login as same computer user account from where the request was initiated.
- 2. After placing an online request for a certificate, the following activities **shall not** be carried out until the certificate is successfully downloaded:
 - Formatting of the computer
 - Deletion of computer user account used to logon when the request was initiated
 - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
- 3. At the time of registration, a valid and active email ID that is accessed frequently shall be provided.
- 4. The certificate must not be shared with others or used by them on your behalf.
- 5. If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
- 6. Certificate revocation is permanent and irreversible. If your certificate is revoked, you will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
- 7. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
- 8. If your role changes and you are no longer the authorized signatory of the organization, you must contact your RA Administrator immediately and apply for the revocation of your certificate.
- 9. If any information provided in your certificate changes, then you shall revoke the existing certificate and apply for a new certificate. The same will be approved only after the payment of necessary applicable charges.

Declaration

I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate.

Date	
Place	Signature of the Applicant