



Registration Form for Digital Signature Certificate [Enterprise]



Customer Identification Number: _____
(For Office Use Only)

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
(sign across photo)

FORM A

1. TYPE OF DIGITAL CERTIFICATE

1.Class IIb [] 2.Class IIIb [] 3.Class IIIc []

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 office address line 1]

[Grid for office 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 number]

[Grid for fax number]

(STD Code)

Phone No

Fax No

Mobile Phone No.

[Grid for mobile phone number]

5. DATE OF BIRTH

[Grid for date DD]

[Grid for month MM]

[Grid for year YYYY]

DATE DD

MONTH MM

YEAR YYYY

eg.

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.



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DETAILS REQUIRED IF APPLYING FOR CLASS IIIc SERVER CERTIFICATE

8. ISP / DOMAIN DETAILS

ISP Name: [Grid]

Domain Name (Website Address): [Grid]

Domain IP Address: [Grid]

Physical Location:
(of Server Hosting) [Grid]

Services offered on the Website: [Grid]

Domain Registered with (Name of registrar of Domain): [Grid]

Domain Registration validity up to: [Grid] [Grid] [Grid]
eg. DATE MONTH YEAR
DD MM YYYY

DETAILS REQUIRED IF APPLICANT IS A FOREIGN NATIONAL

9. DETAILS

Nationality [Grid]

Passport No. [Grid]

Visa Details [Grid]



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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:

Company Name [grid]

Address [grid]

[grid]

Town / City / District [grid]

State / Union Territory [grid]

Pin [grid]

Contact No. [grid] (STD Code) [grid] Phone No [grid] Fax No [grid]

Corporate Web site (URL) [grid]

Income Tax PAN No. [grid]

Bank Details :

Bank Name [grid]

Bank Account No. [grid]

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 I and II : I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CA CPS and risk involved by using other storage devices to store private key. I shall be held responsible for all risks arising out of not using USB Crypto Tokens to store private key.

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.

Cheque / D.D. to be Drawn in favour of "(n)Code Solutions, Division of GNFC Ltd."

Cheque should be "Payable at Par"

Table with 2 columns: Payment Details and LRA Details. Payment Details includes D.D. Cheque No., Date, Amount, and Bank Name. LRA Details includes Checked & Verified By and LRA Name / Signature / Stamp.

Contact : www.ncodesolutions.com

E-Mail : support@ncodesolutions.com

Toll Free : 1-800-233-1010



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DOCUMENTS REQUIRED FOR VERIFICATION

Documents Required and Submitted by the Applicant

For all Classes eg: Class IIb , IIIb , IIIc

Documents required only once for an Organization / Enterprise for all classes of certificates; IIb, IIIb, IIIc

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

Class IIb & Class IIIb

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

Class IIIc

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
☐ Domain Name Registration proof from the Registrar of Domains.

PHYSICAL PRESENCE IS REQUIRED FOR CLASS IIIb & CLASS IIIc CERTIFICATE APPLICANT

- Note :
• Applicants for Class IIIb & Class IIIc certificate 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.

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 IIb / Class IIIb / Class IIIc Digital Certificate issued by (n)Code Solutions CA.

Details of Authorized Person:

Name : _____
Designation : _____
Organization Name : _____
Signature (with stamp of Orgn. / Office) : _____
Date : _____
Place : _____