

Please note the revised process of obtaining the Digital Sign:

Process:

- 1) Please sign across the photo on page 1 and at the bottom of the form in the place "signature of Applicant" is written in **BLUE INK.**
  
- 2) Identity Proof (PAN CARD) and Address proof must be **attested/certified by any Banker OR Gazetted officer OR the Post Master**
  
- 3) **Please write MOBILE number & email id in the form. This is mandatory. The applicant will received authorization code & OTP (One Time Password) on the given mobile number. It is the duty oof the applicant to forward the authorization code and OTP on the number mentioned in the SMS. Please note that without this, the Digital Sign will not be generated.**
  
- 4) **Send a cheque as per the email in favor of "S P Advisors" along with original signed form along with supporting documents**

*The process normally takes 2-3 days subject to the applicant sending/forwarding the SMS to the concern digital sign authority.*

Customer Identification Number : \_\_\_\_\_ (for office use only)



PLEASE TICK ANY ONE

Class1

OR

Class2

OR

Class3

Validity 2 Years

OR

Validity 1 Year

Only Signing

OR

Sign & Encrypt

INSTRUCTIONS

- Please fill the form in English only in legible format and preferably IN BLUE INK.
- For obtaining Class 3 "In Person verification and video recording of DSC applicant" is mandatory as per CCA - Guidelines.
- As a Pre-requisite once the form is processed, Please send SMS as below to any one of these no. 7226971020 / 9913597849 / 8000281227 / 7046466623.  
[Customer id :Space[          ]Space[Email:] Space[          ]
- All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office -

- address and contact number of the attesting officer should be clearly visible.
- Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
- OID would be as per our CPS. Please refer to our CPS at [www.ncodesolutions.com/cps.pdf](http://www.ncodesolutions.com/cps.pdf) for more information.
- Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

Applicant Name

APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

Surname

First Name

Middlename

Unique Email ID

Unique Mobile No.

Affix recent passport size photograph of the applicant

Identity Details of Applicant DOC No.

- \*PAN Card  
  Driving License  
  Passport  
  Govt. ID Card  
  Postoffice ID Card  
  Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Tick any one and enclose the attested copy of same. (\*For PAN based DSC, please provide the PAN Card details.)

Residential Address

Area / Landmark

Town/City/District

State

PIN

Contact No.

PLEASE 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 punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

DECLARATION :

- In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
- I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
- I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant

Verified by (n)Code Office

For RA use only

ALL DOCUMENTS, ADDRESS AND PHYSICAL PRESENCE VERIFIED BY

Seal & Signature

RA Name, Seal & Signature

Customer Identification Number : \_\_\_\_\_ (for office use only)

## Documents Required for Verification



### Attested copy of any of the following for an Individual Application

#### 1 Document as proof of identity (any one)

- PAN Card
- Driving License
- Passport
- Govt. ID Card
- Postoffice ID Card
- Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

#### 2 Document as proof of address (any one)

- \*Telephone / Electricity / Water Bill
- Voter ID Card
- \*Gas Connecton
- Property Tax / Corpoation Tax Municipal Corporation Receipt
- Bank Statement attested by the Bank (Recent)
- Driving License (DL) / Registration Certificate (RC)
- Passport
- Aadhaar Card (eKYC Service)
- Service Tax / VAT Tax / Sales Tax registration certificate

\* Should not be older than 3 months.

**COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)**

- Gazette officer       Bank Manager / Authorised executive of the Bank       Post Master

#### PAYMENT DETAILS

Date : \_\_\_\_\_ Bank Name : \_\_\_\_\_ DD / Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_

#### NOTE :

In the case of authorised signatories' self DSC application, It should be counter signed by at least one authorised personal other than authorised signatory.

## END OF FORM

### (n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

**Delhi**  
011-26452279/80  
northsales@ncode.in

**Bangalore**  
080-25272525  
southsales@ncode.in

**Mumbai**  
022-22048908  
mumbaisales@ncode.in

**Surat**  
0261-2789944  
suratsales@ncode.in