

Registration Form for Digital Certificate [Organization]

Customer Identification Number: _____ (For office Use Only)



Instructions:

1. This 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.
3. Form B contains organizational details and needs to be filled up only once for an Enterprise / Organization.
4. Please fill the form in BLOCK LETTERS in English only.
5. (n)Pro refers Class 3 Organization and will bear Object Identification as 2.16.356.100.2.3.
6. As per New Interoperability Guidelines ver 2.1, all the DSCs issued from 4th April 2011 to 31st Dec 2011 will carry the validity of **ONE** year.
7. Separate DSC for Signing & Encryption will be issued.

Affix recent passport size photograph of the applicant

Applicant to sign across the photograph extended to application form

FORM A

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

Surname First Name Initials

Office Address

Town/City/District

State/Union Territory

PIN Department

Contact No. STD Code PH Fax No

Mobile No.

Date of Birth

E-mail Address

Identity Details No :

(Please tick and fill ANY ONE)
Passport // Driving License // Voter's ID // PAN // PF AC./ ID //

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FORM B

Organization Details to be filled up only once for an organization (Please disregard if already submitted)

Corporate / Head / Registered Office Address

Company Name	<input style="width: 90%;" type="text"/>		
Address	<input style="width: 90%;" type="text"/>		
Town/City/District	<input style="width: 90%;" type="text"/>		
State/Union Territory	<input style="width: 90%;" type="text"/>		
PIN	<input style="width: 90%;" type="text"/>		
Contact No.	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>
	(STD Code)	(Phone No)	(Fax No)
Website	<input style="width: 90%;" type="text"/>		
Income Tax PAN	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>

Bank Details

Bank Name	<input style="width: 80%;" type="text"/>		
Bank A/c No	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>

I hereby agree that I have read and understood (n)Code Solutions CA CPS and the subscriber agreement and promise to abide the same. I acknowledge that information provided in Form A & Form B are Correct to my knowledge.

Date : Place :

Signature of Applicant

[Name: _____]

Registartion form for Digital Signature Certificate along with verification documents can be sent to any one of the nearest LRA Location given on (n)Code Solutions CA website.
Cheque / D.D. to be Drawn in favour of "(n)Code Solutions, Division of GNFC Ltd."

<p>Cheque should be " Payable at Par "</p> <h4 style="background-color: #D9E1F2; padding: 5px;">Payment Details</h4> <p>DD / Cheque No : _____</p> <p>Date : _____ Amount : _____</p> <p>Bank Name : _____</p>	<h4 style="background-color: #D9E1F2; padding: 5px;">LRA Details</h4> <p style="text-align: center;">All Documents Checked & Verified by :</p> <p style="text-align: center;">LRA Name / Stamp / Signature</p>
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e - Safe , e - Secure , e - Sure

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Documents Required for Verification

Documents Required and Submitted by the Applicant

Class 3

Document Required only once for an Organization / Enterprise for Class 3

Certificate true copy (from Company Secretary / a Director / Partner of the organization) of any one :

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

Certified true copy of any one :

- Annual Report or
- Income Tax Return or
- Statement of Income or
- Bank details of the organization

Class 3

Document 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

Physical Presence is Required for Class 3 Certificate Applicant

Note :

- Applicants for Class 3 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.

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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 3 Digital Certificate issued by (n)Code Solutions CA.

Details of Authorized Signatory:

Name	<input type="text"/>
Designation	<input type="text"/>
Organization Name	<input type="text"/>
Signature of Authorized Person (with stamp of Organization Office)	<input type="text"/>

Date : Place :

(n) Care...

Ahmedabad Corporate Office	Mumbai	Delhi	Bangalore	Chandigarh	marketing@ncodesolutions.com
079-4000 7300	022-22048908	011-26534234	080-25272525	0172-2707732	



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