

TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY REQUEST FORM FOR CLASS-2 / CLASS-3 CERTIFICATE

USER TYPE - GOVERNMENT/BANKING SECTOR

Instructions:

- 1. Please fill the form in BLOCK LETTERS
- Items marked with * are mandatory.
 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.

DETAILS TO BE FILLED	IN BY THE APPLICANT: *
FULL NAME * Last Name/Surname	
First Name	
Middle Name	
Designation:	
Male ORGANISATION/OFFICE	Female
Organization Name	
Office Address	
Pin Code	
Administrative Ministry/ Department	
Government of India/	



TATA CONSULTANCY SERVICES

Telephone No.		
	Area Code T	elephone No.
Fax No.		
	Area Code	Fax No.
Details of at least one	are mandatory #	
EMPLOYEE IDENTIFICATION NO.#		
PASSPORT NO. #		
INCOME TAX PAN NO. #		
E-MAIL ADDRESS * (Mandatory - a valid and active email ID that is accessed frequently)		
Date		Signature of the Applicant



Instructions

- 1. All subscribers are advised to read Certificate Practice Statement of CA.
- 2. 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.
- 3. 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.
- 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. Application form must be submitted in person.
- 7. Incomplete/Inconsistent application is liable to be rejected.

Declaration

I hereby confirm that I have read and understood the above instructions a	and w	/III 1	Mollo	tne
above instructions for obtaining and using the Digital Signature Certificate.				

Date:	
Place:	Signature of the Applicant

LETTER OF AUTHORITY

This is to certify that Mr./Ms information in the "Application form for issue of Government" to the best of my knowledge and belief. of my organization to apply for obtaining Digital Certification.	I hereby authorize him/her, on behalf			
Date:				
Place:				
Name of Officer with Designation:	Officer with stamp of Org./Office)			
Office Email:	officer with stamp of org., office,			
TO BE FILLED BY RA OFFICE				
The above details have been verified and found to be correct.				
	Signature of RA Office			
	Name:			
	Date:			

TCS-CA Certificate

Letter of Authority

I,	, in the capacity of the
	_ of
	whose signature is attested below to carry out all the
necessary formalities on behalf of	for the are Certificate with the validity period of one year.
application of a CLASS2 Digital Signati	are certificate with the validity period of one year.
Signature and Designation	
of Authorizing Person With Stamp	
r	
	Signature and Designation
	Signature and Designation of the Subscriber With Stamp
	or with business with business
	 '
	Signature and Designation
	of the Authorizing Person With Stamp

Checklist of Documents required for Class2 Digital Signature Certificate

Attested Copy of Photo Identity Proof of applicant (any one required):

[duly signed (with stamp) by the senior / authorized person of the department concerned to the applicant]:

- Passport
- PAN Card*(Mandatory)
- Driving license
- Ration Card
- ➤ Identity Card attested by Authorized signatory of the company with photograph.

Attested Copy of Residence Proof of applicant (any one required):

[duly signed (with stamp) by the senior / authorized person of the department concerned to the applicant]

- Passport
- Driving license
- Ration Card
- Latest Telephone Bill
- Latest Electricity Bill
- ➤ Latest LIC Receipt
- Bank Account

For Both as a Identity and address proof : (attested copy of any one of the following) : [duly signed (with stamp) by the senior /authorized person of the department concerned to the applicant]

- Passport
- Driving license
- > Ration Card