





### **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 and will follow the above instructions for obtaining and using the Digital Signature Certificate.**

Date:

Place:

Signature of the Applicant

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**LETTER OF AUTHORITY**

This is to certify that Mr./Ms. \_\_\_\_\_ has provided correct information in the "Application form for issue of Digital Certificate for subscriber of Government" to the best of my knowledge and belief. I hereby authorize him/her, on behalf of my organization to apply for obtaining Digital Certificate from CA for the purpose specified above.

Date:

Place:

Name of Officer with Designation:

**(Signature of Officer with stamp of Org./Office)**

Office Email:

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**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 \_\_\_\_\_  
authorize \_\_\_\_\_ whose signature is attested below to carry out all the  
necessary formalities on behalf of \_\_\_\_\_ for the  
application of a **CLASS2** Digital Signature Certificate with the validity period of one year.

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Signature and Designation  
of Authorizing Person With Stamp

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Signature and Designation  
of the Subscriber With Stamp

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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