DIGITAL CERTIFICATE FOR ORGANISATION - APPLICATION FORM

emudhra
Trust Delivered

PLEASE FILL IN BLOCK LETTERS ONLY

Application ID (For Office Use Only)

Signature ☐☐☐☐☐☐☐☐☐

Encryption ☐☐☐☐☐☐☐☐☐

CLASS	TYPE	VALIDITY
☐ Class 2	☐ Signature	☐ 1 Year
☐ Class 3	☐ Encryption	☐ 2 Years

Affix recent passport size photograph of the applicant duly signed across

USB TOKEN

☐ Required   ☐ Not Required

Applicant Details

Name Mr./Ms./Dr. `LASTNAME` `FIRSTNAME` `MIDDLENAME`

Date of Birth `DDMMYYYY` Gender ☐ Male ☐ Female Nationality ☐☐☐☐☐☐☐☐☐☐☐

ORGANISATION DETAILS

Organisation Details ☐ Corporate Office ☐ Head Office ☐ Registered Office ☐ Branch Office

Organisation Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Department ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Registration Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Date of Incorporation/Proprietership Commencement/Partnership Agreement `DDMMYYYY`

Address
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

City ☐☐☐☐☐☐☐☐☐☐☐ State ☐☐☐☐☐☐☐☐☐☐ Pin code ☐☐☐☐☐☐

Telephone ☐☐☐☐☐☐☐☐☐☐ Mobile ☐☐☐☐☐☐☐☐☐☐ Fax No ☐☐☐☐☐☐☐☐☐☐

PAN of Organisation ☐☐☐☐☐☐☐☐☐☐

IDENTIFICATION DETAILS

Email ID ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

PAN of the Applicant ☐☐☐☐☐☐☐☐☐☐

Valid Identity Documents (Any one of below)

☐ Passport   ☐ Driving License   ☐ PAN Card   ☐ Post Office ID Card

☐ Aadhaar Card   ☐ Bank Account Passbook*   ☐ Government ID Card

ID Number _____

UNDER CHECKLIST OF ORGANISATION DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

a. ☐ ID proof of the applicant

b. True copy any one of the below documents

☐ Certificate of Incorporation ☐ Memorandum of Association ☐ Regd. Partnership deed ☐ Valid Business License

☐ Annual Report ☐ Latest Income Tax Return ☐ Latest Organisation Bank Details from the Bank

☐ Statement of Income issued by Chartered Accountant

c. ☐ Attested copy of Organisation PAN card

d. ☐ Authorisation letter in favour of the Certificate Applicant from the Organisation as per the format overleaf

e. ☐ List of Partners/Members/Directors with their complete Name and Addresses

Declaration

I hereby agree that I have read and understood the provisions of e-mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in e-Mudhra repository.

Date

Place

Seal & Stamp (If any)   Signature of the applicant

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

Date

Place

RA Name, Code & Seal   Signature of RA

Payment Details (Optional)

Mode of Payment   ☐ Online Transfer   ☐ At-par Cheque / Demand Draft

Online Transfer Details   **Cheque / DD Details**

Transaction / Ref No _____   Cheque/DD No _____

Bank Name _____   Bank & Branch Name _____

Account Type _____   Account Type _____

Amount (₹) _____   Amount (₹) _____

Date _____   Date _____

AUTHORISATION LETTER FORMAT

To,   Date:

eMudhra Consumer Services Limited
3rd Floor, Sai Arcade, 56 Outer Ring Road
Deverabeesanahalli, Opp Intel
Bangalore 560103
Phone: +91 80 4336 0000

Dear Sir,

Sub: **Authorisation letter for obtaining Digital Signature Certificate.**

This is certify that Mr./Mrs./Miss. _____ (Certificate applicant) has provided correct information in the 'Application form for issue of Digital Signature Certificate" to the best of my knowledge and belief vide application form dated DD-MM-YYYY. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by e-Mudhra.

Class of Digital Signature Certificate issued by e-Mudhra.

☐ Class 2 Organisation   ☐ Class 3 Organisation   ☐ Class 3 Device/Server

Details of Executive Authorising the applicants:
Signature: Name:
Designation: Employee Code:
Department: Office Seal and Stamp

Instructions

General
1. Please fill the form in BLOCK LETTERS only.
2. Inconsistent/incomplete applications are liable to be rejected.
3. All subscribers are advised to read Certification Practice Statement and Subscriber agreement eMudhra available at www.e-mudhra.com.

Class of Certificate
4. For Class III Digital Signatures "In Person Verification" of the applicant is mandatory.

Email ID
5. Email ID in the application should be a valid and active email ID belonging to Applicant, in order to issue the certificate.

Document Proof
6. Bank Account Passbook should be containing the Photograph and signed by an individual with attestation by the concerned Bank official.
7. Bank Statement, the date of last transaction should not be older than 3 months.
8. All Address proof documents should have the complete address for the purpose of accepting the same as proof.
9. Attestation of documents by any: Gazetted Officer OR Bank Manager OR Company Secretary OR Post Master OR present originals to our Registration Authority for verification & attestation.

Payment Details
10. At Par Cheque / Demand Draft to be drawn in favour of eMudhra Consumer Services Ltd.

Contact Details

eMudhra Consumer Services Limited, 3rd Floor, Sai Arcade, 56 Outer Ring Road, Deverabeesanahalli, Opp Intel, Bangalore 560 103. Karnataka
Phone : +91 80 4336 0000 Fax : +91 80 4227 5306 Email : info@e-mudhra.com Web:www.e-mudhra.com

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