

• Please select one of the verification methods

Online GSTIN Verification  Traditional Verification

• Please select Certificate type

TIP : Please select class of certificate and validity.

Applicant ID (Internal use)

Order ID (Internal use)

Class	2 <input checked="" type="checkbox"/>	Year	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Type	Signing <input type="checkbox"/> Sign & Encrypt <input type="checkbox"/>		
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• Please fill the applicant details

TIP : The certificate would be issued in the following name.

Applicant Name		Applicant PAN Number		
E-mail ID		Mobile No.		
Applicant ID Proof	<input type="checkbox"/> Pan Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Driving licence	<input type="checkbox"/> Others*

• Please fill organization details

TIP : Please tell us about your organization.

GST No.		Organization PAN		Department	
Organization Name					
Organization Address					
Pin Code		Town/City/District		State/Union Territory	

I'm / We're aware of risks associated in case of class 2 certificate, when originated and stored in a software format (PFX / P12). We shall ensure all responsibilities towards securing the certificate at our end, and implement all measures to avoid unauthorized access / usage / distribution / copying of the private key.

### Authorization Letter

NOTE: The authorized signatories for applying digital signature certificate should be duly authorized by the resolution of board of directors/ partners.

TO,  
CAPRICORN IDENTITY SERVICES PVT. LTD.

This is to certify that

Mr. / Ms (certificate applicant) \_\_\_\_\_

Mobile no. \_\_\_\_\_ has provided correct information in the application form for issuance of digital certificate to the best of my knowledge, is working with (organization name) \_\_\_\_\_ He / She is hereby authorized to obtain a digital certificate issued by Capricorn Identity Services Pvt. Ltd.

### Details of authorising person

Name		Identity / Card No. / Employee Id	
Designation		Signature of authorising person only with seal of the organization	
Place			
Date			

Details marked with asterisks are shown in Important section in the next page

### Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Place:

Date:

Signature of applicant as in ID Proof with seal of organization (Blue link only)

affix recent  
passport  
size coloured photograph  
of the  
applicant

applicant has to sign across  
the photograph extended  
to application form

## Security Letter

The following declarations should be obtained from subscriber in the Document Signer Certificate application form:

- I hereby declare and understand that Organizational Document Signer certificate issued to us will be used only for automated signing of documents / information and will not be used in any other context including individual signature.
- I hereby declare that necessary controls have been built in software applications to ensure that there is no misuse.
- I hereby declare and understand that the document / messages authenticated using Organizational Document Signer Certificate issued to us is having organisational accountability.
- DSC will be revoked immediately in the event of applicant name ( \_\_\_\_\_ ) quitting or being transferred from the organization name ( \_\_\_\_\_ ).
- For encryption certificate only I hereby undertake that a backup copy of the encryption key will be securely maintained by me.

## Authorising Signatory Name

Signature

**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 liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

## Instructions:

1. Please fill up the form in 'English' only.
2. Incomplete, illegible or inconsistent applications will be rejected.
3. Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master.
4. The utilities bill or bank statement should not be older than 3 months from the application date.
5. Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
6. For CLASS 2 certificate physical presence of applicant is a must for which a 25 second video Should be recorded.
7. Mobile verification by the applicant is mandatory.
8. DSC Download link is sent to the applicant email only.
9. The certificates must be downloaded only in a cryptographic device.
10. Applicants must refer to Capricornid CPS at [www.certificate.digital](http://www.certificate.digital)
11. Contact us at : [support@certificate.digital](mailto:support@certificate.digital) or at +91 (011) 6140 0000
12. The forms must be sent to : **G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India**
13. for encryption certificate only  
I hereby undertake that a backup copy of the encryption key will be securely maintained by me.(Applicant)
14. Applicant has to sign across the photograph extended to application form.
15. Applicant can also submit their Identity proof as: Pan Card, Post office ID Card Bank account Passbook, Government issued photo ID Card,
16. Address Proof gas connection, Voter Id Card, Electricity Bill, Service Tax/ Vat Tax/ Sales Tax Reg. Certificate, Telephone Bill, Water Bill, Property Tax, Corporation Tax, Municipal Corporation Receipt, Bank Statement Signed By Manager.
17. For Mobile verification please forward the sms sent on your registered number to **9212220059** Alternatively you can send the sms in the format given below : (in case you have not received the sms.) **APXXXXX and ClientsEmail**

## Important:

- The DSC will be issued to the organizational name.
- The authorization letter should have photograph of the applicant and ID proof of signatory.
- \*Government ID proof required in case of government organization (Authorized signatory & Applicant).
- If Authorized signatory is not a partner, an Authorization Letter signed by a partner.
- If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.
- Not required authorization letter in case of single director company and Proprietorship himself/herself.
- \*If proprietor himself is not the applicant then authorisation letter has to be provided duly signed by the proprietor.
- Alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.

• Please select one of the verification methods

**Method 1 Online GSTIN Verification**

Organization Type :	Proprietorship	Partnership	Corporate Entities	LLP	AOP	NGO / Trust
Document Name	<input type="checkbox"/>					
GST Filing Proof (not old than 3 months)	✓	✓	✓	✓	✓	✓
<b>ID Proof</b>						
Applicant ID (PAN, Voter ID, Passport or Driving License)	✓	✓	✓	✓	✓	✓
Authorized signatory ID Proof (PAN, Voter ID, Passport or Driving License or organizational ID card)	✓	✓	✓	✓	✓	✓
<b>Authorized Signatory Proof</b>						
Business registration certificate containing name of the proprietor confirming the business ownership of Authorized signatory (Proprietor).	✓					
Copy of List of partners from Partnership Deed, LLP Deed (First page and page(s) containing Authorized Signatory/Partner Name)		✓		✓		
Copy of List of Directors.details shuld be in MCA website If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.			✓			
Copy of resolution from Association / Society / NGO / Trust authorizing the signatory.					✓	✓
Authorization Letter	*	✓	✓	✓	✓	✓
Security Letter	✓	✓	✓	✓	✓	✓

**Method 2 Traditional Verification**

Organization Type :	Proprietorship	Partnership	Corporate Entities	LLP	AOP	NGO / Trust
Document Name	<input type="checkbox"/>					
<b>ID Proof</b>						
Applicant ID (PAN, Voter ID, Passport or Driving License)	✓	✓	✓	✓	✓	✓
Authorized signatory ID Proof (PAN, Voter ID, Passport or Driving License or organizational ID card)	✓	✓	✓	✓	✓	✓
<b>Proof of Organizational Existence</b>						
Copy of Business registration certificate including GST, MSME, Shops & Establishments	✓	✓				
Copy of Organization PAN Card		✓	✓	✓	✓	✓
Organisation Bank Statement( should not be older then 3 months)	✓	✓	✓	✓	✓	✓
Copy of Organization Incorporation Certificate.			✓	✓	✓	✓
<b>Authorized Signatory Proof</b>						
Business registration certificate containing name of the proprietor confirming the business ownership of Authorized signatory (Proprietor).	✓					
Copy of List of partners from Partnership Deed, LLP Deed (First page and page(s) containing Authorized Signatory/Partner Name)		✓		✓		
Copy of List of Directors.details shuld be in MCA website If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.			✓			
Copy of resolution from Association / Society / NGO / Trust authorizing the signatory.					✓	✓
Authorization Letter	*	✓	✓	✓	✓	✓
Security Letter	✓	✓	✓	✓	✓	✓



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