

Digital Signature Certificate Subscription Form

Class of Certificate	Class 2	Individual	Signing	1 year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2 years	<input type="checkbox"/>	Request Id														

Section 1 : Subscriber Details

NAME: (of applying individual)

Date of Birth:

Gender: Male Female

Address (Residential Address as per attached proof of Individual):

Address:

Door No/Building Name:

Road/Street/PO:

Town/City/District:

State/Union Territory:


Country: **Postal Code:**

Telephone Number (with STD Code):

Mobile Number: (unique to the dsc):

E-mail Id: (unique to the dsc):

SIGN HALF ACROSS PHOTO & HALF ON FORM



- Use **blue-ink** only including signature
- Ensure the Name, Designation, Address and Contact number of the attesting officer is present in at least one of the attestation document

Section 2 : Identity Proof Details

<p>Photo Identity Proof</p> <p>Identity Proof Name (e.g. PAN or Passport or Driving Licence of applying individual)</p> <p>Identity Proof Number</p> <p>Note: Subscriber's signature should appear on the Photo ID Proof</p>	<p>Address Proof</p> <p>Address Proof Name (any one of Passport, Driving Licence, Voters' Id, Aadhar, Latest Water Bill, Latest Gas Bill, Latest Bank Stmt., Latest Electricity Bill, Latest Telephone Bill)</p>
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Section 3 : Declaration

I hereby declare that all the information provided on this Subscription Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the SafeScript CA CPS <https://www.safescrypt.com/pdf/cps.pdf> and also under the Section 71 of IT Act which 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 punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Signature of the Subscriber (Applying Individual): *Use Blue Pen Only*

Date:

Place:

Section 4 : Authorisation

I, -----XXX---NOT APPLICABLE---XXX----- acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature of Authoriser with Organisation Stamp/Seal: -----XXX---NOT APPLICABLE---XXX-----

-- FOR OFFICE USE ONLY --

Attestation By Sify Authorised LRA/Partner (*For Class3 DSC Only)

I hereby declare that the subscriber has personally appeared before me

Signature and Seal:

Date: **Name:**

Partner Name:	<input type="text"/>
Sify RA:	<input type="text"/>
Date of Issuance:	<input type="text"/>

IMPORTANT INSTRUCTIONS FOR FILLING UP AND SUBMITTING THE FORM

(This is for DSC for Income-Tax/MCA/RoC/Provident Fund/Basic Purposes for Foreign Nationals /NRIs / Indians with foreign address)

[For any other digital signature, please see our website <http://www.digitalsignaturegallery.in/>]

FORM

1. Take a printout of the above form. It is OK if you take either a black and white *OR* a colour printout.
2. At the top part, ignore the part for class, request id.
3. Fill the form with hand in English and **BLUE** pen only. Do not use any other colour pen anywhere in the form as that will lead to rejection. Do not type. You need to fill the form manually.
4. Fill Section 1, Section 2 and Section 3 only. Ignore Section 4 and Office Use Section.
5. Stick latest passport-size color photo of applying individual at top right. Also submit 1 extra photo.
6. Applying Individual (Subscriber) should sign in i) Section 3 and ii) Across the photo (half on photo and half on form). Again, use **BLUE** pen only for all signatures. Signature should match with the one recorded in PAN/Passport/Driving Licence/other photo id proof (pls see documentation below.)
7. DO NOT overwrite. DO NOT cancel anywhere. DO NOT use white-ink. Overwriting/cancellation/use of white-ink will lead to rejection.
8. Submit physically filled in forms and attested documents. Scanned copies or printout of scanned copies are NOT ACCEPTABLE. Photocopies of attested documents are NOT ACCEPTABLE.
9. Please make payment as per [pricing on page 5](#) choosing the payment options on the same page.

DOCUMENTATION

Please see documentation and attestation requirements as per your applicable case below:

[Case 1: In case of foreign national currently in is/her own native country](#)

[Case 2: In case of Foreign National currently in India](#)

[Case 3: In case of Foreign National currently neither in India nor in his/her native country](#)

[Case 4: In case of an NRI or an Indian National currently not in India](#)

CASE 1] In case of Foreign National currently in his/her own native country

Submit attested photocopies of following documents along with form:

- 1) **Passport of Applying Individual** AND
- 2) **Address Proof of Applying Individual** – Latest Electricity Bill / Telephone Bill / Water Bill / Gas Bill – in name of applying individual and not older than past 2 months **OR** Bank statement in name of applying individual not older than past 2 months and attested by bank **OR** Driving Licence (if it carries address) AND
- 3) **PAN of Applying Individual** [if available] AND
- 4) **Photo ID + Signature Proof of Applying Individual** [to be submitted only if passport does not contain signature and PAN is also not submitted] - e.g. Driving Licence (if it carries name, photo and signature) **OR** Bank Passbook with photo and signature attested by Bank **OR** Any Govt. issued ID proof carrying name, photo and signature of subscriber

Photo on application form AND **each page of photocopies of applicable documents mentioned above** should have **BOTH** the following attestations in **BLUE pen** :

- 1) Attestation by Public Notary of that foreign country and apostilled /consularised by the competent authority of that foreign country - showing name, designation of attesting

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person and relevant stamp/seal. Also contact number of attesting person should be mentioned (either landline number or mobile number.) **AND**

2) Self-attestation by applying individual in addition to above attestation

Note: i) If relevant details in documents are in any language other than English, photocopies of those pages translated into English must also be attested as above and submitted.

ii) PAN Is to be submitted if mandated for your case by Income Tax Dept. for tax return filing.

CASE 2] In case of Foreign National currently in India

Submit attested photocopies of following documents along with form:

- 1) **Passport of Applying Individual** AND
- 2) **Address Proof of Applying Individual** – Latest Electricity Bill / Telephone Bill / Water Bill / Gas Bill – in name of applying individual and not older than past 2 months **OR** Bank statement in name of applying individual not older than past 2 months and attested by bank **OR** Driving Licence (if it carries address) AND
- 3) **Visa of Applying Individual** AND
- 4) **Resident Permit Certificate of Applying Individual issued by Assistant Foreigner Regional Registration Officer, an officer of Bureau of Immigration India** AND
- 5) **PAN of Applying Individual** [if available] AND
- 6) **Photo ID + Signature Proof of Applying Individual** [*to be submitted only if passport does not contain signature and PAN is also not submitted*] - e.g. Driving Licence (if it carries name, photo and signature) **OR** Bank Passbook with photo and signature attested by Bank **OR** Any Govt. issued ID proof carrying name, photo and signature of subscriber

Photo on application form AND **each page of photocopies of applicable documents mentioned above** should have **BOTH** the following attestations in **BLUE** pen:

- 1) Attestation by applying individual's native country's embassy - showing name, designation of attesting person and relevant stamp/seal. Also contact number of attesting person should be mentioned (either landline number or mobile number.) **AND**
- 2) Self-attestation by applying individual in addition to above attestation

Note: i) If relevant details in documents are in any language other than English, photocopies of those pages translated into English must also be attested as above and submitted.

ii) PAN Is to be submitted if mandated for your case by Income Tax Dept. for tax return filing.

CASE 3] In case of Foreign National currently neither in India nor in his/her native country

Submit attested photocopies of following documents along with form:

- 1) **Passport of Applying Individual** AND
- 2) **Visa of Applying Individual** AND
- 3) **Address Proof of Applying Individual** – Latest Electricity Bill / Telephone Bill / Water Bill / Gas Bill – in name of applying individual and not older than past 2 months **OR** Bank statement in name of applying individual not older than past 2 months and attested by bank **OR** Driving Licence (if it carries address) AND
- 4) **PAN of Applying Individual** [if available] AND
- 5) **Photo ID + Signature Proof of Applying Individual** [*to be submitted only if passport does not contain signature and PAN is also not submitted*] - e.g. Driving Licence (if it carries name,

photo and signature) **OR** Bank Passbook with photo and signature attested by Bank **OR** Any Govt. issued ID proof carrying name, photo and signature of subscriber

Photo on application form AND each page of photocopies of applicable documents mentioned above should have **BOTH** the following attestations in **BLUE pen**:

- 1) Attestation by applying individual's native country's embassy - showing name, designation of attesting person and relevant stamp/seal. Also contact number of attesting person should be mentioned (either landline number or mobile number.) **AND**
- 2) Self-attestation by applying individual in addition to above attestation

Note: i) If relevant details in documents are in any language other than English, photocopies of those pages translated into English must also be attested as above and submitted.
ii) PAN Is to be submitted if mandated for your case by Income Tax Dept. for tax return filing.

CASE 4] In case of an NRI or an Indian National currently not in India

Submit attested photocopies of following documents along with form:

1) Photo-Identity + Signature Proof of Applying Individual -

Photocopy of Any One of i) PAN **OR** ii) Passport **OR** iii) Driving Licence **OR** iv) Post Office ID Card
AND

2) Address Proof of Subscriber Applying Individual –

Photocopy of Any One of i) Passport **OR** ii) Driving Licence **OR** iii) Electricity Bill not older than past 2 months **OR** iv) Telephone Bill not older than past 2 months **OR** v) Water Bill not older than past 2 months **OR** vi) Gas connection not older than past 2 months **OR** vii) Bank statement not older than past 2 months **OR** viii) Voter ID Card **OR** ix) Aadhar Card

Photo on application form AND each page of photocopies of applicable documents mentioned above should have **BOTH** the following attestations in **BLUE pen** :

- a. Attestation by Public Notary of that foreign country in which the individual is currently present **OR** Attestation by Indian embassy - showing name, designation of attesting person and relevant stamp/seal. Also contact number of attesting person should be mentioned (either landline number or mobile number.) **AND**
- b. Self-attestation by applying individual in addition to above attestation

Note: i) If relevant details in documents are in any language other than English, photocopies of those pages translated into English must also be attested as above and submitted.
ii) PAN Is to be submitted if dsc is required for income tax return filing.

PRICING:

Sr. No.	Type of Processing	Validity Period	Pricing for digital signature with token (inclusive of taxes)
1.	Normal Processing [DSC will be ready 1-2 working days after getting docs and realizing payment]	Two Years	Rs. 2,130/- (INR Two Thousand One Hundred and Thirty Only) Retail Price Rs. 3,862/-
2.	Urgent Processing [DSC will be ready faster even same day within few working hours after getting docs and realizing payment]	Two Years	Rs. 2,800/- (INR Two Thousand Eight Hundred Only) Retail Price Rs. 5,062/-

Note:

- Token Delivery Charges in foreign country:** If digital signature token is required to be delivered to an address outside India, additional packing, processing and delivery charges apply. Please e-mail us at [dsc\[at\]digitalsignaturegallery\[dot\]in](mailto:dsc[at]digitalsignaturegallery[dot]in) and let us know to what address it is to be couriered so that we can tell you the exact charges. We usually deliver by DHL/FedEx. Note that if digital signature token is to be delivered in India, no additional charges are to be paid unless speedy delivery is required.
- Foreign Exchange Conversion and Bank Charges:** Above mentioned charges are applicable only if payment is done in Indian currency through Indian Bank. If paying in foreign currency additional charges apply. Please e-mail us at [dsc\[at\]digitalsignaturegallery\[dot\]in](mailto:dsc[at]digitalsignaturegallery[dot]in) and let us know the currency you want to pay in so that we can let you know the exact charges.
- Deductions (if applicable):** If digital signature is required for validity period of 1 year instead of 2 years, Rs. 75/- less have to be paid. However, we recommend that you go for 2 year digital signature as mentioned above.

PAYMENT OPTIONS:

You can pay by NEFT/RTGS (net banking)/IMPS/cheque/Demand Draft (DD)/Pay Order (PO)/by cash at out office. Our bank details are as follows:

Payable To:	"Sparkpace Technology and Business Solutions"
Bank:	ICICI Bank, Fort branch, Mumbai
Current Account Number:	623505385587 (Total 12 digits)
IFSC Code:	ICIC0006235 (Total 11 characters; note the three zeroes; also note that the code begins with "ICIC" and not "ICICI")
MICR Code:	400229016 (Total 9 digits; note the double zero and double two)

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You can deposit cheque in any ICICI bank branch. Please mention our account no. behind the cheque. Please do not deposit cash in our bank account. If you want to pay cash you can pay at our office.

IMPS Details (Fastest means of payment available 354X24X7): [Recommended if you want your digital signature faster]

MMID: (7-digit Mobile Money Identifier)	9229763
Mobile No.:	9619829298

SWIFT Code (For International money transfer):

Our SWIFT Code is: **ICICINBBCTS**

Please e-mails us at [dsc\[at\]digitalsignaturegallery\[dot\]in](mailto:dsc[at]digitalsignaturegallery[dot]in) to know the exact amount and further details about transferring.

OFFICE ADDRESS:

You can hand-deliver forms and payment or send them by courier/speed-post to our office address as below:

Sparkpace Technology & Business Solutions,
407, Shradha Building,
4th Floor,
272 Samuel Street,
Masjid(West),
(Close to Railway Station),
Mumbai - 400003,
Maharashtra , India

Mention our contact nos. (+91) 961982928 and (+91)-22-23429298 on the envelope.

NOTE:

- This form is for obtaining digital signature in foreign individual name and/or with foreign address.
- Please confirm with the appropriate authority whether this digital signature is applicable for your specific purpose(s)
- If you need any other digital signature, please visit our website www.digitalsignaturegallery.in
- Service and Charges are for providing digital signature/token as ordered. It does not include guidance on usage of digital signature over any website or portal or software or application, nor does it include any other service/product (unless that is separately and additionally purchased).
- By downloading and/or submitting the form, you convey your acceptance to our [terms and conditions](#) and [privacy policy](#) mentioned on our website.

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