

**Digital Signature Certificate Application Check List**  
(To be filled by applicant)

Name: \_\_\_\_\_ User ID: \_\_\_\_\_  
City: \_\_\_\_\_ e-Mail: \_\_\_\_\_  
Company: \_\_\_\_\_  
Ph / Cell No.: \_\_\_\_\_ Enrollment Request Number: \_\_\_\_\_

**(For office use only)**

CISPL DCFC Code No: \_\_\_\_\_

**To be checked by RA Office or Digital Certificate Facilitation Center**

- Correct type of application form is used.
- Recent **photograph is** affixed on the application form and **signed across**.
- Complete office **address** and residential address is given.
- Document checklist** in the form reflects the correct documents attached.
- Certificate Enrollment Form**, generated at the time of online enrolling process, is attached.
- Application **form is signed** correctly with proper dates. (Two signatures)
- Inform the customer not to upgrade or reinstall internet browser or operating system before downloading digital signature.

DSC Kit Sr. No. \_\_\_\_\_

DCFC Authority: \_\_\_\_\_

CISPL RA Administrator: \_\_\_\_\_

Seal and Signature of DCFC Authority

Seal and Signature of CISPL RA Administrator

**Acknowledgment / Receipt**

Enrollment Request Number: \_\_\_\_\_

Received a completed application form from \_\_\_\_\_ for obtaining a Class 2 Digital Signature Certificate. The applicant will receive notification over e-mail once the digital signature certificate is created and ready for download.

Received with thanks Rs. \_\_\_\_\_ by Cash / DD / Chq No. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank.

Date:

Seal and Signature of RAA / DCFC Admin





**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

**TO BE FILLED BY RA OFFICE**

The above details have been verified and found to be correct.

RAA Name:

Date:

Signature of RA Administrator

***This certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the RA Office at the following address:***

**Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'**

***Shakambaree Traders Pvt. Ltd.***