

Digital Signature Application Form - Document Signer



Fill using BLUE ink in Block letters

| | | |
|--------------|--|--|
| Class | <input type="checkbox"/> Class 2 (PFX) | <input type="checkbox"/> Class 3 (HSM) |
| Type | <input type="checkbox"/> Document Signer | |

| |
|---|
| Validity |
| <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years |

| |
|-----------------------|
| Application ID |
| _____ |

Application Information

Name: _____

Applicant's PAN: _____ **Mobile:** _____

Date Of Birth: ____ / ____ / ____ **Gender:** _____

Organisation Name: _____

Organisation Dept: _____ **Organisation PAN:** _____

Address: _____ **Company Type:**

_____ Company LLP

City: _____ **State:** _____ **Pincode:** _____ Partnership Proprietorship

Email ID: _____ AOP / BOI NGO / Trust



Document Section

All supporting documents should be attested by Authorised Signatory of the organisation. Any other Govt. ID card submitted as ID proof should be attested by Bank Manager / Gazetted Officer.

| Document Name | Company | Partnership | Proprietorship | AOP/BOI | LLP | NGO/Trust |
|--|---------|-------------|----------------|---------|-----|-----------|
| Organisational ID card / Payroll entry / Slip details / Letter from organisation | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Company PAN Card | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ |
| Copy of statement of bank account (First and second page) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Incorporation / Registration Certificate | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| Copy of AOA & MOA / Rules / Bye Laws (First 2 Pages) | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| The copy of audit report along with the annual return pertaining to last financial year (First and second page) / Self Affidavit with reason, If not available | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page) | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Partnership deed / Copy of LLP agreement / Copy of Trust Deed (Max of first three pages including list of partners and authorised signatories) | ✗ | ✓ | ✗ | ✗ | ✓ | ✓ |
| Copy of Business Registration Certificate (S&E / VAT / ST / GST) | ✗ | ✗ | ✓ | ✗ | ✗ | ✗ |
| Proof of Authorised Signatory (Board Resolution) | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| Authorised Signatory organizational ID Card | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| Copy of PAN Card of Applicant, if PAN provided | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Information for GST Invoice

Same as Above **GSTIN:** _____

Billing Name: _____

Billing Address: _____

_____ **State:** _____

Declaration by Applicant

- I have read, understood & agree to the terms & conditions mentioned in the VSign CPS & the subscriber agreement.
- I confirm that the information provided by me in the digital signature application form is correct. I am aware that Section 71 of the 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 punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.
- 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 documents/messages authenticated using Organisational Document Signer Certificate issued to us is having organisational accountability.

Date: _____

Place: _____ **Applicant's Signature**

PAN / Aadhaar Declaration

Filled only if applicant does not have both PAN and Aadhaar

I hereby declare that neither PAN nor Aadhaar Number has been issued to me.

Date : _____ **Applicant's Signature**

RA Declaration

I declare that the information entered on VSign portal is as per the application form and documents submitted by the subscriber.

Date : _____

RA Code : _____ **Registration Authority Signature & Seal**

Authorisation Letter

I hereby authorise _____ (applicant name) to apply for "VSign Digital Signature Certificate" on behalf of our organisation. I certify the physical verification of the applicant and confirm that the information submitted by him/her is correct to the best of my knowledge.

Name of Authorising Person: _____

Designation: _____

ID Card: _____ **Signature & Seal of Authorised Person**