

# Digital Signature Application Form - Organisation



Fill using BLUE ink in Block letters

**Class**  Class 2  Class 3

**Type**  Signature  Encryption  Combo

**Validity**  
 1 Year  2 Years  3 Years

**Application ID**  
 \_\_\_\_\_

## Applicant Information

**Name:** \_\_\_\_\_

**Applicant's PAN:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Date Of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Gender:** \_\_\_\_\_

**Organisation Name:** \_\_\_\_\_

**Organisation Dept:** \_\_\_\_\_ **Organisation PAN:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Pincode:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_



**Company Type:**

- Company  LLP  
 Partnership  Proprietorship  
 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.

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**