

Organization Name

Department

Organization PAN

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

Designation

Identity

Date

Signature of authorising person only with seal of the organization

Place

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 Gazette 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 3 certificates 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
11. Contact us at : support@certificate.digital or at +91 11 22422444
12. The forms must be sent to : 709,Roots Tower,plot-7,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 us.
14. Applicant to sign across the photograph extended to application form.

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.

Applicant Declaration

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

affix recent
passport
size photograph
of the
applicant

applicant to sign across
the photograph extended
to application form

Date:

Place:

Signature of applicant

For Official Use Only

Please affix Partner / Re-seller / Associate Signature here.
Verification Officer / Trusted Role Signature to be affixed here.

**SIGNATURE IN BLUE INK ONLY. FORMS FILLED OTHER THAN BLUE INK SHALL BE REJECTED*
PLEASE PROVIDE SELF ATTESTED COPY OF ID CARD /CONTACT NO. OF ATTESTING OFFICER***

