

**Please select Certificate type**

TIP : Please select class of certificate and validity.

Applicant ID (Internal use)

Order ID (Internal use)

Class  2  3

Year  1  2  3

Type Sign  Encrypt  Sign & Encrypt



**Please fill the applicant details**

TIP : The certificate would be issued in the following name.

Applicant Name

PAN Number



E-mail ID

Mobile No.



**Please fill organization details**

TIP : Please tell us about your organization.

Organization Name

Organization Address

Department

Pin Code

GST No.

Organization PAN

Town/City/District

State/Union Territory

Identity & Address Proof  Passport  Driving licence  Others\*

Aadhar No.

Identity Proof

Aadhar  PAN Card  Others\*

Organization Type :	Proprietorship	Partnership	LLP	AOP	NGO / Trust	Corporate Entities
Document Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GST / VAT / ST & SNE Registration	✓					
Bank Account (2 Pages)	✓	✓	✓	✓	✓	✓
ITR (1 Page)		✓	✓	✓	✓	
Partnership Deed / Agreement / Trust Deed (2 Pages)		✓	✓		✓	
Organization Pan Card		✓	✓	✓	✓	✓
Certificate of Incorporation			✓	✓	✓	✓
Articles and MOA / Rules / By Laws (as applicable)			✓	✓	✓	✓
Audit Report (2 Pages)					✓	✓
Board / Authority Resolution				✓		✓
Organization ID Proof of Signatory (Authorising person)				✓	✓	✓
Authorization Letter		✓	✓		✓	

**Important:**

- The DSC will be issued to Proprietor (in case of Proprietorship) and to Authorized Signatories for any other entities.
- The authorization letter should have photograph of the applicant and ID proof of signatory.
- The DSC authorization letter should have a Board of Resolution in case of corporate.
- The DSC authorization letter should be counter signed by at least one authorized signatory for every other entity apart from Proprietorship.

**Instructions:**

- Please fill up the form in 'English' only.
- Incomplete, illegible or inconsistent applications will be rejected.
- Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master.
- The utilities bill or bank statement should not be older than 3 months from the application date.
- Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
- For CLASS 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
- Mobile verification by the applicant is mandatory.
- DSC Download link is sent to the applicant email only.
- The certificates must be downloaded only in a cryptographic device.
- Applicants must refer to Capricornid CPS at [www.certificate.digital](http://www.certificate.digital)
- Contact us at : [support@certificate.digital](mailto:support@certificate.digital) or at +91 (011) 6140 0060
- The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India
- for encryption certificate only  
I hereby undertake that a backup copy of the encryption key will be securely maintained by me. (Applicant)
- Applicant has to sign across the photograph extended to application form.
- Applicant can also submit their Identity proof as: Pan Card, Post office ID Card Bank account Passbook, Government issued photo ID Card,
- Address Proof gas connection, Voter Id Card, Electricity Bill, Service Tax/ Vat Tax/ Sales Tax Reg. Certificate, Telephone Bill, Water Bill, Property Tax, Corporation Tax, Municipal Corporation Receipt, Bank Statement Signed By Manager.

### 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 / Card No. / Employee Id

Date

Place

Signature of authorising person only with seal of the organization

**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 authorize the company to raise the Invoice on my behalf to Service Provider instead of me Directly, and I also agree to give the consent for getting the Invoice from the Service Provider, and relieve the Capricorn CA from all statutory and complinace liability.

I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Place:

Date:

Signature of applicant as in ID Proof

affix recent  
passport  
size photograph  
of the  
applicant

applicant has to sign across  
the photograph extended  
to application form

For Official Use Only

Verification Officer / Trusted Role Signature to be affixed here.

Signature

