

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

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

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