

*** Please select one of the verification methods**

Online GSTIN Verification Traditional Verification

*** Please select Certificate type**

TP: Please select class of certificate and validity.

Class	2 <input checked="" type="checkbox"/>	Year	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Type	Signing <input checked="" type="checkbox"/>	Applicant ID (Internal use)	Order ID (Internal use)
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*** Please fill the applicant details**

TP: This certificate will be issued in the following name.

Applicant Name	Applicant PAN Number
E-mail ID	Mobile No.
Applicant ID Proof <input type="checkbox"/> Pan Card <input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Others* <input type="checkbox"/>	

*** Please fill organization details**

TP: Please fill in about your organization.

GST No.	Organization PAN	Department
Organization Name		
Organization Address		
IEC Code	Branch Code	Pin Code
Town/City/District	State/Union Territory	

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.

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	Identity Card No. / Employee Id
Designation	
Place	Date
Signature of authorising person only with seal of the organization	

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of Capricorn/DGPS 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 with seal of organization (Blue ink only)

affix recent
passport
size coloured photograph
of the
applicant

applicant has to sign across
the photograph extended
to application form

* Please select one of the verification methods

<input type="checkbox"/> Method 1 Online GSTIN Verification						
Organization Type :	Proprietorship	Partnership	Corporate Entities	LLP	AOP	NGO / Trust
Document Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GST Filing Proof (not older than 3 months)	✓	✓	✓	✓	✓	✓
ID Proof						
Applicant ID (PAN, Voter ID, Passport or Driving License)	✓	✓	✓	✓	✓	✓
Authorized signatory ID Proof (PAN, Voter ID, Passport or Driving License or organizational ID card)	✓	✓	✓	✓	✓	✓
Authorized Signatory Proof						
Business registration certificate containing name of the proprietor confirming the business ownership of Authorized signatory (Proprietor)	✓					
Copy of List of partners from Partnership Deed, LLP Deed (First page and page(s) containing Authorized Signatory/Partner Name)		✓		✓		
Copy of List of Directors details should be in MCA website If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed			✓			
Copy of resolution from Association / Society / NGO / Trust authorizing the signatory					✓	✓
Authorization Letter	*	✓	✓	✓	✓	✓
Copy of Import & Export Certificate	✓	✓	✓	✓	✓	✓

<input type="checkbox"/> Method 2 Traditional Verification						
Organization Type :	Proprietorship	Partnership	Corporate Entities	LLP	AOP	NGO / Trust
Document Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID Proof						
Applicant ID (PAN, Voter ID, Passport or Driving License)	✓	✓	✓	✓	✓	✓
Authorized signatory ID Proof (PAN, Voter ID, Passport or Driving License or organizational ID card)	✓	✓	✓	✓	✓	✓
Proof of Organizational Existence						
Copy of Business registration certificate including GST, MSME, Shops & Establishments	✓	✓				
Copy of Organization PAN Card		✓	✓	✓	✓	✓
Organization Bank Statement(should not be older than 3 months)	✓	✓	✓	✓	✓	✓
Copy of Organization Incorporation Certificate			✓	✓	✓	✓
Copy of Import & Export Certificate	✓	✓	✓	✓	✓	✓
Authorized Signatory Proof						
Business registration certificate containing name of the proprietor confirming the business ownership of Authorized signatory (Proprietor)	✓					
Copy of List of partners from Partnership Deed, LLP Deed (First page and page(s) containing Authorized Signatory/Partner Name)		✓		✓		
Copy of List of Directors details should be in MCA website If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed			✓			
Copy of resolution from Association / Society / NGO / Trust authorizing the signatory					✓	✓
Authorization Letter	*	✓	✓	✓	✓	✓

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 2 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 Capricorn's CPS at www.certificate.digital
- Contact us at : support@certificate.digital or at (011) 6140 0000
- The forms must be sent to : G-8, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 002, India
- 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.
- For Mobile verification please forward the sms sent on your registered number to 8515400322 / 9015400323 / 9015400324 Alternatively you can send the sms in the format given below : (in case you have not received the sms) APXXXX and ClientsEmail

Important:

- If Authorized signatory is not a partner, an Authorization Letter signed by a partner.
- If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.
- Not required authorization letter in case of single director company and Proprietorship firms/sole traders.
- * If proprietor himself is not the applicant then authorization letter has to be provided duly signed by the proprietor.
- Alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.
- Company member/partner list would be required incase of LLP/ACR/NGO/Trust organization.



CERTIFICATE . DIGITAL

Licensed Certifying Authority

visit <http://www.Certificate.Digital>

Letter of Identity Proof by Organization

(To be printed on organization letter head / Office seal. To be signed by HRD of Organization / Authorized Signatory / Government Department in-charge. To be used if the Organizational ID card is not available for the applicant.)

To:

Capricorn Identity Services Pvt. Ltd. (Capricorn CA)
G-5 , Vikas Deep building , Plot . 18,
Laxmi Nagar District Center,
Delhi-110092

Subject: Organizational ID Proof of the applicant

Organization Name: _____

Name of the Individual		Affix passport size photograph Cross sign across the Photo
Org ID Number (if available)		
Designation		
Department		

Applicant Signature

The above applicant is part of the organization but organization ID card is not issued to him yet. It is humbly requested to consider their personal ID etc. For issuing govt. DSC for our organization.

I hereby confirm the Identity of the above Individual. I'm the Authorized Personnel to certify the Identity on behalf of the Organization.

For the Organization,

(Seal & Signature)

Authorizing PersonName: _____

Designation: _____

Mobile No. : _____

Applicable for Pvt. Ltd./Ltd./LLP/Trust/Society only

Board Resolution (Suggested format)

(To be printed on organization letter head)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS
OF (Company Name) _____ HELD ON (Date) _____
AT (Address) _____

RESOLVED THAT the company has decided to authorize, Mr. / Ms. _____
_____ and is hereby authorized to sign and submit all the necessary papers, letters,
forms, etc to be submitted by the company in connection with “authorizing any of the personnel of
the company (applicant) to procure Digital Certificate”. The acts done and documents shall be
binding on the company, until the same is withdrawn by giving written notice thereof.

Specimen Signatures of Authorized Signatory:

(Signature)

RESOLVED FURTHER THAT, a copy of the above resolution duly certified as true by designated
director / authorized signatory of the company be furnished to Capricorn Identity Services Pvt. Ltd.
and such other parties as may be required from time to time in connection with the above matter.

For the Organization,

(Seal & Signature)

Name: _____

Designation: _____

Only applicable for Partnership Organization

Letter Head

Date: _____

To,

The Capricorn Identity Services Pvt. Ltd.

709, Roots Tower, Plot No.: 7

Laxmi Nagar District Centre

Delhi: 110092, India

Dear Sir/Mam

Sub : Authorization letter for applying for Digital Signature

We hereby certify that we (Namely **Mr.** _____ with **Pan No.** _____, s/o _____, Residing at _____; and **Mr.** _____, with **Pan No.** _____, S/o _____, Residing at _____) are the partners owning the entire interest in _____, the partnership doing business in the State of _____, in _____ and that we authorize and direct _____ (**Applicant**) a partner in said partnership, to represent us and to apply for a Digital Signature certificate on behalf of the company which is required for certain statutory requirements..

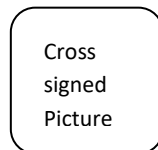
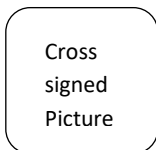
This authorization shall remain in full force and effect until express written notice of rescission or modification is served by us.

Attached below is the specimen signature and photograph of the partner being authorized.

Thanks and Regards

(Authorising Person)

(Applicant)



Photograph of Authorising Person

Photograph of Applicant