

• 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  3  Year  1  2  3  Type  Sign  Encrypt  Sign & Encrypt  Applicant ID Internal Use  Order ID Internal Use

• Please fill the applicant details

TP: The certificate must be issued to the following names.

Applicant Name  Applicant PAN Number   
 E-mail ID  Mobile No.   
 Applicant ID Proof  Pan Card  Passport  Driving licence  Others\*

• Please fill organization details

TP: Please fill in about your organization.

GST No.  Organization PAN  Department   
 Organization Name   
 Organization Address   
 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 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 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

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 old 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	*	✓	✓	✓	✓	✓

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			✓	✓	✓	✓
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 utility 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 & 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 Capricorn CPS at [www.certificate.digital](http://www.certificate.digital)
- Contact us at: [support@certificate.digital](mailto:support@certificate.digital) or at (011) 8140 0000
- The forms must be sent to: D-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.
- For Mobile verification please forward the sms sent on your registered number to 815400122 / 8015400123 / 8015400124 Alternatively you can send the sms in the format given below (in case you have not received the sms):  
**APXXXX and ClientEmail**

### 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 himself/herself.
- \* 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 organization name can be provided.
- Company member/partner list would be required in case of LLP/WOP/NGO/Trust organization.



## 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..

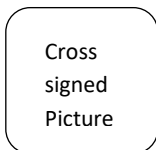
This authorization shall remain in full force and effect until express written notice of rescission or modification is served by us.

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

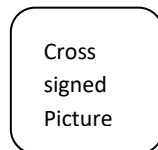
Thanks and Regards

\_\_\_\_\_  
(Authorising Person)

\_\_\_\_\_  
(Applicant)



Photograph of Authorising Person



Photograph of Applicant