

Digital Signature Application Form - Organisation



Fill using BLUE ink in Block letters

Class Class 2 Class 3

Type Signature Encryption Combo

Validity
 1 Year 2 Years 3 Years

Application ID

Applicant Information

Name: _____

Applicant's PAN: _____ **Mobile:** _____

Date Of Birth: ____ / ____ / ____ **Gender:** _____

Organisation Name: _____

Organisation Dept: _____ **Organisation PAN:** _____

Address: _____

City: _____ **State:** _____ **Pincode:** _____

Email ID: _____



Company Type:

- Company LLP
 Partnership Proprietorship
 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.

Date: _____

Place: _____

Applicant's Signature

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

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

(To be printed on Organization Letterhead with duly Sign and Stamp by the authorize person)

Identity Proof issued by Organization

Date:

To,
VSign CA
2nd Floor, Bhavna Building, V.S. Marg,
Prabhadevi, Mumbai – 400025

Name of the Employee (Applicant)		Affix Employee Photo
Designation of the Employee (Applicant)		
Identity Details of the Employee (Applicant)(Employee ID)		
Department of the Employee (Applicant)		(Signature of the Employee)

I hereby certify the identity of the above individual and issue this letter to him on behalf of the organization.

(Sign and Seal)

Name of the Issuer:
Designation of the Issuer:
Mobile Number:

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 Authorised Signatory:

(Signature)

RESOLVED FURTHER THAT, a copy of the above resolution duly certified as true by designated director
/ authorised signatory of the company be furnished to eMudhra Limited 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: _____