

**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY**  
**REQUEST FORM FOR CLASS 2 CERTIFICATE**  
**INSTRUCTIONS**

**USER TYPE – INDIVIDUAL**

Affix recent  
passport-size  
photograph of the  
applicant.  
**Applicant to  
sign across the  
photograph.**

Validity of DSC\*

Gender\* Male ☐ Female ☐

|                                            |                                 |                                 |
|--------------------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Empower India DSC | <input type="checkbox"/> 1 Year | <input type="checkbox"/> 2 Year |
|--------------------------------------------|---------------------------------|---------------------------------|

|                            |               |
|----------------------------|---------------|
| Surname^A                  | Given Name*^A |
| Father/Husband's Name      | Initials^A    |
| E-Mail Address*^A          |               |
| Alternative E-Mail Address |               |

**Organization Details**

|                  |          |  |  |
|------------------|----------|--|--|
| Name             |          |  |  |
| House Identifier |          |  |  |
| Street Address   |          |  |  |
| City             | Pin Code |  |  |
| Country          | State*^A |  |  |
| Telephone        | Mobile   |  |  |

**Residential address**

|                   |             |  |  |
|-------------------|-------------|--|--|
| House Identifier* |             |  |  |
| Street Address*   |             |  |  |
| City*^A           | Pin Code*^A |  |  |
| Country*^A        | State*^A    |  |  |
| Telephone*        | Mobile      |  |  |

**DOCUMENT CHECKLIST FOR INDIVIDUAL TYPE OF CERTIFICATE**

**Subscriber proof of identity and residence(any one ATTESTED copy required)**

|                                                                   |                                                  |
|-------------------------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> <b>IDENTITY AND RESIDENCE</b> |                                                  |
| <input type="checkbox"/> Passport                                 | <input type="checkbox"/> Driving License         |
| <input checked="" type="checkbox"/> <b>IDENTITY</b>               |                                                  |
| <input type="checkbox"/> PAN Card                                 | <input type="checkbox"/> Passport                |
| <input type="checkbox"/> Bank A/C Passbook with Photo             | <input type="checkbox"/> Driving License         |
| <input type="checkbox"/> Photo Identity Card                      |                                                  |
| <input checked="" type="checkbox"/> <b>RESIDENCE</b>              |                                                  |
| <input type="checkbox"/> Latest Telephone Bill                    | <input type="checkbox"/> Latest Electricity Bill |
| <input type="checkbox"/> Latest Bank Statement                    | <input type="checkbox"/> Passport                |
| <input type="checkbox"/> Driving License                          |                                                  |

**Applicant Declaration**

I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate. ☒ I am fully aware of the risks associated with sharing of my Digital Signature and I authorise my RA to generate and download my Digital Signature Certificate on my behalf. I will not hold TCS-CA liable for any misuse by the RA with this Digital Signature Certificate.

Date:  
Place:

Signature of the Applicant

**RA Declaration**

I hereby confirm that I have received and verified the documents submitted by the subscriber.

Date:  
Place:

Signature of the RA Officer

RA OFFICE NAME : ...../USER ID : ...../REQUEST NUMBER : .....

The certificate Request Form, Demand Draft and the supporting documents as per the document checklist have to be forwarded to the following address:

**Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'**

**INNOVATIVE LAW SOLUTIONS PRIVATE LIMITED**