

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

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

USER TYPE – COMPANY

Validity of DSC*

☐ Empower India DSC	☐ 1 year
☐ 2 Years	

E-Mail Address*^

Alternative E-Mail Address

Corporate / Branch / Registered office - Organisation Details

Name*^	
House Identifier*^	
Street Address*^	
City*^	Pin Code*^
Country*^	State*^
Telephone*	Mobile
FAX	
PAN*	

Applicant Details

Gender* ☐ Male ☐ Female	
Surname^	Given Name*^
Father/Husband's Name	Initials^
House Identifier*	
Street Address*	
City*	Pin Code*
Country*	State*
Telephone*	Mobile
Nationality*	

DOCUMENT CHECKLIST FOR COMPANY TYPE OF CERTIFICATE

Corporate / Branch / Registered office (any one ATTESTED copy required)

☐ Public & Private limited			
☐ Certificate of incorporation		☐ Business commencement	
☐ Memorandum and articles		☐ Latest annual report.	
☐ Partnership Firms			
☐ Partnership deed			
☐ Proprietorship firms			
☐ Latest bank statement		☐ Latest income tax return	
☐ Latest balance sheet		☐ Sales tax certificate	
☐ Business commencement licence			

Subscriber proof of identity and residence(ATTESTED copy required)

☐ Identity and Residence			
☐ Passport		☐ Driving License	

☐ Identity

☐ PAN Card		☐ Passport	
☐ Driving License		☐ Bank A/C Passbook with Photo	
☐ Photo Identity Card			

☐ Residence

☐ Latest Telephone Bill		☐ Latest Electricity Bill	
☐ Latest Bank Statement		☐ Passport	
☐ Driving License			

☐ Letter of Authority*

Annexure A - Letter of Authority

I, _____ in the capacity of the _____ of _____, authorize _____, whose signature is attested below to carry out all the necessary formalities on behalf of _____ for the application of a Class-3/Class-2 Digital Signature Certificate with the validity period of _____ year(s). (required validity period needs to be mentioned)

Signature and Designation
of Authorizing Person

Signature and Designation
of the Applicant

Note: Guidelines on how to fill the Letter Of Authority based on type of organization.

1. Public & Private Limited Companies: The applicant of the certificate has to get himself authorized by the superior to whom he/she reports in the said company. If the applicant himself is the head of the organization, he can authorize himself.
2. Partnership Firms: The partner who is the applicant of the certificate has to get himself authorized by the other partner of the said partnership firm.
3. Proprietorship Firms: The proprietor who is the applicant of the certificate has to self authorize as he is the whole & sole responsible of the proprietary concern.

Applicant Declaration	RA 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	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, Online Enrollment 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'

RA Office

