

**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY
REQUEST FORM FOR CLASS 3 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	
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☐ 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	
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☐	Photo Identity Card		
☐ 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		☐ Photo Identity Card
☐	Letter of Authority*	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 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. 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
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RA OFFICE NAME : TCS-CA - Registration Authority / **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'

TCS-CA - Registration Authority

Tata Consultancy Services
[Certifying Authority - PKI Services] Advanced Technology Centre deccanpark
1 - Software Units Layout Madhapur
Hyderabad -500 081