



DO NOT PRINT PAGE 2 AND 3

DOCUMENTS

For Individual DSC (To be attested by Bank Officer, Post Master or Gazetted Officer (Group A or Group B))

Table A1 - Document as proof of identity (Any one)	Table A2 - Documents as proof of address (Any one)
a) Valid Passport	a) Telephone Bill, not earlier than 3 months
b) Valid Driving License	b) Electricity Bill, not earlier than 3 months
c) PAN Card (Proof of PAN Mandatory if DSC is for Income Tax)	c) Water Bill, not earlier than 3 months
d) Valid Post Office ID card	d) Gas connection or Gas Bill, not earlier than 3 months
e) Bank Account Passbook containing the photograph and signed by the individual with attestation by the concerned Bank official.	e) Bank Statements signed by the bank, not earlier than 3 months
f) Valid Photo ID card issued by Ministry of Home Affairs.	f) Service Tax/VAT Tax/Sales Tax registration certificate.
g) Any Government issued valid photo ID card bearing the signatures of the individual.	g) Valid Driving License (DL)/ Valid Registration certificate (RC)
	h) Voter ID Card
	i) Valid Passport
	j) Latest Property Tax/ Municipal Corporation Receipt.

Table B - Only For Organization DSC (All documents required to be attested by Organisation Head of Department with Seal)

		Company	Partnership	Proprietorship	Others
1	Applicant's Identity Proof (As per Table A1 above)	Yes	Yes	Yes	Yes
2	Applicant's Address Proof (As per Table A2 above)	Yes	Yes	Yes	Yes
3	Copy of Organizational / Proprietor's PAN Card.	Yes	Yes	Yes	Yes
4	Copy of Organisation's Bank Statement (First 2 pages)	Yes	Yes	Yes	Yes
5	Copy of Incorporation / Registration Certificate of Organisation	Yes			Yes
6	Copy of Memorandum Article / Partnership deed / Bye Laws (First 2 pages).	Yes	Yes		Yes
7	Copy of Last Audit Report and annual return (First 2 pages).	Yes			Yes
8	Attested copy of last ITR Acknowledgement with computation.	Yes	Yes	Yes	Yes
9	Resolution Empowering the Authorised Signatory (Suggested Format below)	Yes			Yes

INSTRUCTIONS

- Please fill the form in BLOCK LETTERS in English. Use [Blue Ink](#) only.
- Subscriber shall cross-sign the photograph extending to the Application Form.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, it should be validated by the bank where the Subscriber holds a bank account.
- In case applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service. Power of attorney holder is not allowed to sign on behalf of the subscriber.
- Inconsistent/incomplete applications are liable to be rejected. The Form shall be verified in accordance to the Identity Verification Guidelines issued by Controller of Certifying Authorities.
- Subscriber's Email ID in the application should be Unique, valid and active.
- Mobile Number of DSC Subscriber is Mandatory. It should not have been used by another DSC Subscriber.
- USB Token is required for generation of DSC. If the Subscriber does not have it, he/she may purchase it separately.
- If PAN value is to be included in the Certificate, Proof of PAN is mandatory (Required for Income Tax)

VERIFICATION

Mobile Verification: After enrolment, the Subscriber will receive a SMS with Request ID, The Subscriber must send an SMS to +919664166000 or +918546800060 stating "SAFE <Space> Request_ID <Space> Registered_email_ID <Space> confirmed" Eg – "SAFE 1234567 altecbs121@outlook.com confirmed" or alternately may call toll free number 1800-419-2929 between 9 am and 8 pm and Select 8 to have your Mobile Number verified for Digital Signature Approval.

In case of Bank or Government Organization, the applicant's mobile number can be certified by Bank Manager or the Government Department respectively, hence, a separate mobile verification as above is not required. For foreign applicant, mobile verification is exempted.

Verification by Video: (Required for Class 3 Only) After enrolment, a link will be sent to the Subscriber email ID, the Subscriber has to click the link and record his video stating his/her name and that he/she has applied for a Digital Signature mentioning Class, Type and Validity of the DSC and Name of the Organization in case of Organization DSC.

In case of Bank or Government Organization the physical verification of applicant can be certified by Bank Manager or the Government Department respectively, hence, separate Physical Verification by Video is not required.

SUGGESTED FORMAT OF RESOLUTION EMPOWERING THE AUTHORISED SIGNATORY

"Resolved that Mr. [Name of the person being appointed for authorization], whose details are given below, be and is hereby vested with the power to authorize the Organization Personnel for application of Digital Signature for using on behalf of the Organization as Authorized Signatories."



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