





**Details for at least one is mandatory**

**PASSPORT DETAILS #**

Passport No.

Passport Issuing Authority

Passport Expiry Date

**VOTER'S IDENTITY CARD NO. #**

**DRIVER'S LICENSE NO. #**

**INCOME TAX PAN NO. #**

**E-MAIL ADDRESS \* (Mandatory)**

Date

Signature of the Applicant

**To be filled by TCS - RA Office**

The above details have been verified and found to be correct.

Signature of RA Office

Name:

Date:

Seal:



2	<p><b>Applicant Photo Identification Proof (any one attested / notarized copy required)</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Voter's ID</li> <li>• PAN card</li> <li>• Identity Card – Attested by Authorized signatory of the company with photograph.</li> <li>• Driver's license</li> <li>• Ration Card</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
3	<p><b>Proof of Address (any one attested / notarized copy required)</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Ration card</li> <li>• Driver's license</li> <li>• Latest Telephone bill</li> <li>• Latest Electricity bill</li> <li>• LIC receipt</li> <li>• Authorization Letter on the company's letterhead attested by company's authorized person.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
4	Copy of Company PAN Card. <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>
5	Certificate Enrollment Form (downloaded from <a href="http://www.tcs-ca.tcs.co.in">www.tcs-ca.tcs.co.in</a> ) + Letter of Authority <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Pricing Details:**

Options	Digital Signature Certificate	USB Token	Validity Period	Price
<b>Option A</b>	1	-	1 year	Rs. 2,245/-*
<b>Option B</b>	1	1	1 year	Rs. 3,125/-#
<b>Option C</b>	1	-	2 years	Rs. 3,928/-*
<b>Option D</b>	1	1	2 years	Rs. 4,808/-#

\* - Includes Service Tax on Digital Signature Certificate

#- Includes Service Tax on Digital Signature Certificate & Central Sales Tax on USB Token

**Renewal**

Digital Signature Certificate	Validity Period	Price
1	1 year	Rs. 2,245/-*
1	2 years	Rs. 3,928/-*

The same USB token if procured earlier, can be used for the renewed certificate

**Payment Details:**

The payment for the certificates can be made through Demand Draft only, in favor of "Tata Consultancy Services Limited" payable at Hyderabad.

Payment Details			
Demand Draft Number	Date	Bank Details	Amount

**The Certificate Request Form, Demand Draft and the Document Checklist along with all the supporting documents has to be forwarded to the following address:**

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

<b>Contact Address</b>		
<b>West/Central India</b>  <b><u>Mumbai</u></b>  <b>Tata Consultancy Services Limited</b>  Certifying Authority – PKI Services, 11th Floor, Maker Towers E’ Block, Cuffe Parade, Colaba, Mumbai 400 005  Phone: +91-22-6778 6953/6967/6958  Email: <a href="mailto:helpdesk@tcs-ca.tcs.co.in">helpdesk@tcs-ca.tcs.co.in</a>	<b>North/East India</b>  <b><u>Delhi</u></b>  <b>Tata Consultancy Services Limited</b>  Certifying Authority – PKI Services, 4th & 5th Floor, PTI Building, 4 Parliament Street, New Delhi 110 001  Phone: +91-11-6650 6496 Fax: +91-11-23318947  Email: <a href="mailto:helpdesk@tcs-ca.tcs.co.in">helpdesk@tcs-ca.tcs.co.in</a>	<b>South India</b>  <b><u>Hyderabad</u></b>  <b>Tata Consultancy Services Limited</b>  Certifying Authority – PKI Services, deccanpark, 1-Software Units Layout, Madhapur, Hyderabad – 500 081  Tel: +91-40-66673524/ 3525/3526 Fax: +91-40-6667 2222  Email: <a href="mailto:helpdesk@tcs-ca.tcs.co.in">helpdesk@tcs-ca.tcs.co.in</a>

### **Declaration**

**I hereby agree that I have read and understood the following instructions carefully and ensure proper usage of the Digital Certificate.**

1. The certificate should be downloaded onto the same machine/device from where the request was initiated.
2. After placing an online request for a certificate, the following activities should not be carried out until the certificate is successfully downloaded:
  - √ Formatting of the machine the machine
  - √ Reinstallation or upgrade of the internet browser on the machine from which the certificate request was initiated
3. At the time of registration, a valid email ID that is accessed regularly should be provided.
4. Certificate revocation is permanent and irreversible. If my certificate is revoked, I will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
5. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
6. The 'Certificate Trust Chain' has to be downloaded for using my certificate. (Link: <http://www.tcs-ca.tcs.co.in/index.jsp?link=html/chaindownload.html>)
7. It is my responsibility to remember the passwords that are used while generating/exporting the certificates/keys.
8. Requirements with respect to Operating System and Internet Browser are as follows:
  - √ Operating System
    - a. Supported Versions - Windows 2000/XP
    - b. Recommended Versions - Windows 2000/XP
  - √ Internet Browser
    - a. Supported Versions - IE 5.5 and above
    - b. Recommended Versions - IE 6.0 and above

Date

Signature of the Applicant

## **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 Digital Signature Certificate with the validity period of \_\_\_\_ year(s).

\_\_\_\_\_  
Signature and Designation  
of Authorizing Person

\_\_\_\_\_  
Signature and Designation  
of the Applicant

\_\_\_\_\_  
Signature and Designation  
of the Authorizing Person

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