

B. Office Address

Name of Organisation

Flat/Door/Block No.

Name of Premises/
Building/Village

Road/Street/Post Office

Area/Locality/Taluka
Sub-Division

Town/City/District

State/Union Territory

Pin Code

Telephone No.

Fax No.

Area Code Telephone No.
Area Code Fax No.

ADDRESS FOR COMMUNICATION *

(Tick as applicable)

Residential Address

Office Address

FATHER'S NAME *

Last Name/Surname

First Name

Middle Name

SEX *(Tick as applicable)

Male

Female

DATE OF BIRTH (DD/MM/YYYY) *

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NATIONALITY *

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Visa details, in case of Foreign Nationals

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Details for at least one is mandatory*

PASSPORT DETAILS #

Passport No.

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Passport Issuing Authority

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Passport Expiry Date

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VOTER'S IDENTITY CARD NO. #

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DRIVER'S LICENSE NO. #

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INCOME TAX PAN NO. #

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E-MAIL ADDRESS *

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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:

Pricing Details:

Options	Digital Signature Certificate	USB Token	Validity Period	Price
Option A	1	-	1 year	Rs. 2,245/-*
Option B	1	1	1 year	Rs. 3,125/-#
Option C	1	-	2 years	Rs. 3,928/-*
Option D	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 at the following address:

Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'

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

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