

# Digital Signature Certificate Renewal Form



## Undertaking for Renewal OF Digital Certificate

To, \_\_\_\_\_ Date \_\_\_\_\_  
(n) Code Solutions,  
A Division of Gujarat Narmada Valley Fertilizers Company Limited.

This is to certify that:

I, \_\_\_\_\_ here by confirm and acknowledge that the documents submitted by me for  
**Name of Certificate Holder \*** procurement of Digital Certificate with (CIN\*) ref Number \_\_\_\_\_  
are valid and there is no change as on date.

(CIN\* - Customer Identification Number)

[ This no. appears in the "Subject Name" of the Certificate {e.g. CN=Jay Mehta 502345} ]

### Renewal Details

Name of the Organization \_\_\_\_\_

Class of Certificate to be Renewed \*

( Please tick the one applicable )

- Class IIa     Class IIIa ( DSCs for Individuals )  
 Class IIb     Class IIIb ( DSCs for Corporates )  
 (n)21 for MCA21  
 (n)eXIM for DGFT  
 (n)Rail for IRCTC  
 Any Other ( Please Specify )

Period of Renewal (validity) \*

( Please tick the one applicable )

- 2 Years     1 Year

e-Mail Address \_\_\_\_\_

( In case it is changed )

Telephone No \_\_\_\_\_

( In case it is changed )

PAN No \_\_\_\_\_

\*( Applicable for (n)21 & Class IIIa Applicant )

( Signature & seal of Certificate Holder ) \*

**Note : Fields marked with \* are compulsory.**

Renewal request is subject to approval by (n)Code Solutions. | Certificate request will be processed on receipt of the payment  
Cheque / D.D. to be Drawn in favour of "(n)Code Solutions, Division of GNFC Ltd." ( Payable at PAR )  
( To be filled by LRA )

Payment / New CID / Token Ref. Details

DD / Cheque Number \_\_\_\_\_ Amount \_\_\_\_\_  
New Customer Identification number \_\_\_\_\_  
Token Reference Details \_\_\_\_\_

LRA / Dealer Details

Checked & Verified by \_\_\_\_\_

LRA / Dealer Name / Stamp / Signature \_\_\_\_\_

### (n) Care

Ahmedabad  
Corporate Office

Mumbai

Delhi

Bangalore

Chandigarh

marketing@ncodesolutions.com

079-4000 7300

022-22048908

011-26534238

080-25272525

0172-2707732



Registration Form for Digital Signature Certificate [Enterprise]



Customer Identification Number: \_\_\_\_\_
(For Office Use Only)

Instructions:

- 1. The Form is divided into 2 parts; Form A and Form B.
2. Form A contains details of certificate applicant and needs to be filled up each time. Form B contains organizational details and needs to be filled up only once for an Enterprise / Organization.
3. Please fill the form in BLOCK LETTERS in English only

Affix recent passport size photograph of the Applicant
(sign across photo)

FORM A

1. TYPE OF DIGITAL CERTIFICATE

1.Class IIb [ ] 2.Class IIIb [ ] 3.Class IIIc [ ]

2. CERTIFICATE VALIDITY 1 Yr. [ ] 2Yrs. [ ]

3. NAME OF THE APPLICANT (As required in the DIGITAL CERTIFICATE)

(Please ensure that the name as it appears in the Identity Proof matches with the name mentioned below)

[Grid for name entry]

4. OFFICE ADDRESS

[Grid for office address line 1]

[Grid for office address line 2]

Town / City / District

[Grid for town/city/district]

State / Union Territory

[Grid for state/union territory]

Pin

[Grid for pin code]

Contact No.

[Grid for STD code]

[Grid for phone number]

[Grid for fax number]

(STD Code)

Phone No

Fax No

Mobile Phone No.

[Grid for mobile phone number]

5. DATE OF BIRTH

[Grid for date DD]

[Grid for month MM]

[Grid for year YYYY]

DATE DD

MONTH MM

YEAR YYYY

eg.

6. E-MAIL ADDRESS

[Grid for email address]

7. IDENTITY DETAILS

(Please tick and fill ANY ONE)

No.

[Grid for identity details number]

Passport / Voter's ID / PAN / Driving Lic. / Ration Card No. / PF Ac.



Registration Form for Digital Signature Certificate [Enterprise]



Customer Identification Number: \_\_\_\_\_  
(For Office Use Only)

DETAILS REQUIRED IF APPLYING FOR CLASS IIIc SERVER CERTIFICATE

8. ISP / DOMAIN DETAILS

ISP Name: [Grid]

Domain Name (Website Address): [Grid]

Domain IP Address: [Grid]

Physical Location:  
(of Server Hosting) [Grid]

Services offered on the Website: [Grid]

Domain Registered with (Name of registrar of Domain): [Grid]

Domain Registration validity up to: [Grid] [Grid] [Grid]  
eg. DATE MONTH YEAR  
DD MM YYYY

DETAILS REQUIRED IF APPLICANT IS A FOREIGN NATIONAL

9. DETAILS

Nationality [Grid]

Passport No. [Grid]

Visa Details [Grid]



Registration Form for Digital Signature Certificate [Enterprise]



Customer Identification Number: \_\_\_\_\_
(For Office Use Only)

FORM B

10. ORGANIZATIONAL DETAILS TO BE FILLED UP ONLY ONCE FOR AN ORGANIZATION

(Please disregard if already submitted)

Corporate / Head / Registered Office Address:

Company Name [grid]

Address [grid]

[grid]

Town / City / District [grid]

State / Union Territory [grid]

Pin [grid]

Contact No. [grid] (STD Code) [grid] Phone No [grid] Fax No [grid]

Corporate Web site (URL) [grid]

Income Tax PAN No. [grid]

Bank Details :

Bank Name [grid]

Bank Account No. [grid]

I hereby agree that I have read and understood the provisions of the (n)Code Solutions CA CPS and the Subscriber Agreement and promise to abide by the same.

For CLASS I and II : I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CA CPS and risk involved by using other storage devices to store private key. I shall be held responsible for all risks arising out of not using USB Crypto Tokens to store private key.

For CLASS III : I also acknowledge that I shall be using USB Crypto Tokens to store my private key as prescribed in guidelines for storage of private keys mentioned in (n)Code Solutions CA CPS.

Signature Of Applicant

Place : \_\_\_\_\_

Date : \_\_\_\_\_ [Name: \_\_\_\_\_ ]

Registration form for Digital Signature Certificate along with verification documents can be sent to any one of the nearest LRA locations given on (n)Code Solutions CA website.

Cheque / D.D. to be Drawn in favour of "(n)Code Solutions, Division of GNFC Ltd."

Cheque should be "Payable at Par"

Table with 2 columns: Payment Details and LRA Details. Payment Details includes D.D. Cheque No., Date, Amount, Bank Name. LRA Details includes Checked & Verified By, LRA Name / Signature / Stamp.



Customer Identification Number: \_\_\_\_\_  
(For Office Use Only)

DOCUMENTS REQUIRED FOR VERIFICATION

Documents Required and Submitted by the Applicant

For all Classes eg: Class IIb , IIIb , IIIc

Documents required only once for an Organization / Enterprise for all classes of certificates; IIb, IIIb, IIIc

Certified true copy (from Company Secretary / a Director / Partner of the Organization) of any one: (Please tick the one submitted)

- Certificate of Incorporation / Memorandum and Articles of Association / Registered Partnership Deed / Valid business license document

Certified true copy of any one: (Please tick the one submitted)

- Annual Report / Income Tax Return / Statement of Income / Bank details of the organization

Class IIb & Class IIIb

Documents required with each Digital Certificate Application:

- Authorization Letter in favour of the certificate applicant from the applicant organization (as per the format attached herewith)
Latest photograph of the applicant

Class IIIc

Documents required with each Digital Certificate Application:

- Authorization Letter in favour of the certificate applicant from the applicant organization (as per the format attached herewith)
Latest photograph of the applicant
Domain Name Registration proof from the Registrar of Domains.

PHYSICAL PRESENCE IS REQUIRED FOR CLASS IIIb & CLASS IIIc CERTIFICATE APPLICANT

- Note :
Applicants for Class IIIb & Class IIIc certificate shall present themselves at the LRA location where the registration form for Digital Certificate was sent, for verification of physical presence.
Please refer to the CPS for more information.

Authorization Letter

(This Authorization Letter is required on the Organization's letterhead)

To,
(n) Code Solutions,
A Division of Gujarat Narmada Valley Fertilizers Company Limited.

This is to certify that:
Mr. / Ms. \_\_\_\_\_ (certificate applicant)
has provided correct information in the Application Form for issue of Digital Certificate to the best of my knowledge and belief and is working with \_\_\_\_\_ (organization name ). He / She is hereby authorized to obtain a Class IIb / Class IIIb / Class IIIc Digital Certificate issued by (n)Code Solutions CA.

Details of Authorized Person:

Name : \_\_\_\_\_
Designation : \_\_\_\_\_
Organization Name : \_\_\_\_\_
Signature (with stamp of Orgn. / Office) : \_\_\_\_\_
Date : \_\_\_\_\_
Place : \_\_\_\_\_