



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

**Instructions:**

1. Please fill the form in BLOCK LETTERS in English only.
2. This Form is divided into 2 parts: Form A and Form B.
3. Form A contains details of certificate applicant and needs to be filled up each time.
4. Form B contains organizational details and needs to be filled up
5. (n)Pro refers Class 3 Organization and will bear Object Identification as 2.16.356.100.2.3.
6. Separate DSC for Signing & Encryption will be issued

Affix recent Passport Size Photograph of the applicant

**FORM A**

**TYPE OF DIGITAL CERTIFICATE:**

1. Class IIb:  2. Class IIIb:  3. Class IIIc:  Validity: 1Year:  2Years:

**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)

Surname	First Name	Initials
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**Organization Name:** \_\_\_\_\_

**Office Address** \_\_\_\_\_

**Town / City / District:** \_\_\_\_\_

**State / Union Territory:** \_\_\_\_\_

**Pin Code:** \_\_\_\_\_ **Department** \_\_\_\_\_

**Contact No.:** STD Code: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

**Mobile Phone No.:** \_\_\_\_\_

**Date of Birth:** DD \_\_\_\_\_ MMM \_\_\_\_\_ YYYY \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Identity Details: No.** \_\_\_\_\_  
(Please Tick & Fill Any One) Passport/Voter's ID/PAN/Driving Lic./Ration Card No./PF AC.

**FORM B**

**Organizational Details to be filled up.**

**Company Name:** \_\_\_\_\_

**Corporate / Register Company Address:** \_\_\_\_\_

**Town / City / District** \_\_\_\_\_

**State / Union Territory** \_\_\_\_\_

**Pin Code** \_\_\_\_\_

**Contact No.** STD Code: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

**Corporate Website (URL)** \_\_\_\_\_

**Income Tax Pan No.:** \_\_\_\_\_

**Bank Details**

**Bank Name** \_\_\_\_\_

**Bank A/C No** \_\_\_\_\_

I hereby agree that I have read and understood (n)Code Solutions CA CPS and the subscriber agreement and promise to abide the same. I acknowledge that informations provided in Form A & Form B are correct to my knowledge.

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

Date : \_\_\_\_\_

Signature Of Applicant

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



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**Documents Required for Verification**

**Documents Required and Submitted by the Applicant (POR : Proof of rights documents)**

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

**Certified true copy (from Company Secretary / Director / Partner / Proprietor of the organization) of any one:**

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

**Certified true copy of any one :**

- Annual Report or
- Income Tax Return or
- Statement of Income or
- Letter from the bank giving bank details of the organization

**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, on the Company's Letterhead Only)
- 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**

D.D. to be Drawn in favour of **"H R Infracon Limited."** Payable at per Kolkata. For faster crossing.

Or, can be deposited directly in any of the HDFC Bank's Branch,  
H R Infracon Limited, A/C No.: 02082320001689  
G T Road Branch, Howrah, IFSC - HDFC0000208

Payment Details	LRA Details
D.D. Cheque No. : _____	Checked & Verified By
Date : _____ Amount: _____	
Bank Name : _____	
	LRA Name / Signature / Stamp

Visit Us : [www.hrinfracon.com](http://www.hrinfracon.com) E-Mail : [hrinfracon@gmail.com](mailto:hrinfracon@gmail.com) Phone No.: (033) 2640 4086 / 2641 2067 / 2637 4051/ 4008 8954

**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.

**Signature Verification (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, IIIb & IIIc Digital Certificate issued by (n)Code Solutions CA.

**Details of Authorized Signatory:**

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