

# APPLICATION FORM - SIGNATURE / ENCRYPTION CERTIFICATE



## FOR ORGANISATION

Application ID: (S)  (E)

(For Office Use Only)

### PLEASE FILL IN BLOCK LETTERS ONLY. ALL FIELDS ARE MANDATORY

More Instructions available at: <http://www.e-mudhra.com/instruction.html>

### APPLICANT INFORMATION

Applicant Name

Date of Birth  DDMMYYYY Gender  Male  Female

Organisation Name

Department

Org Address

City  Pin code

State

; GfBc"  Mobile

PAN of Applicant  (NOTE : PAN No. is mandatory)

Email ID

Affix recent passport size photograph of the applicant **duly signed across**

**CLASS:**

Class 1  Class 2  Class 3

**TYPE:**

Signature  Encryption  Combo

**VALIDITY:**

1 Year  2 Years  3 Years

### DOCUMENT PROOF (attested by Authorized Signatory of the Organization)

Organization Type:  Company  Partnership  Proprietorship  AOP/BOI  LLP  NGO/TRUST

Document Name	Company	Partnership	Proprietorship	AOP/BOI	LLP	NGO/Trust
Copy of Organizational PAN Card, If GST No. not provided	✓	✓		✓	✓	✓
Copy of Recent Bank Statement / Bank Certificate, If GST No. not provided	✓	✓	✓	✓	✓	✓
Copy of Incorporation Certificate, If GST No. not provided	✓			✓	✓	✓
Copy of Business Registration Certificate (S&E / etc)			✓			
Copy of Partnership deed containing list of Partners / Authorization Letter		✓				
Proof of Authorized Signatory (List of Directors / Board Resolution / Resolution)	✓			✓	✓	✓
Authorized Signatory ID Proof (Organizational ID Card / PAN Card / etc)	✓	✓	✓ ( If applicant is not a proprietor )	✓	✓	✓
Copy of Applicant PAN Card	✓	✓	✓	✓	✓	✓

### DECLARATION BY APPLICANT

I hereby agree that I have read and understood the provisions of e-Mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this form is true & correct to the best of my knowledge. I accept publishing my certificate information in e-Mudhra repository. I am aware of risks associated in case of Class 1 Certificate, when storing the private key on a device other than a FIPS 140-1/2 validated cryptographic module.

Date

Place

Signature of the applicant  
(As in ID proof | Blue Ink Only)

### AUTHORIZATION

I hereby authorize the above applicant, on behalf of our Organisation to apply for obtaining the Digital Signature/ Encryption Certificate issued by e-Mudhra. I hereby confirm the Identity of the above Individual and My identity (Authorized Signatory). I'm the Authorized Personnel to certify the Identity on behalf of the Organization.

Authorized Signatory (Sign and Seal)

### TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents. I hereby take full responsibility for any wrong verification made, or wrong documents submitted for the application.

Date

RA Name, Code & Seal

Signature of RA



**Undertaking for Assistance / Help to download & provide the Digital Signature Certificate**

**For Office Use ONLY**

<b>Signature Application No</b>	<b>Encryption Application No</b>
<input type="text"/>	<input type="text"/>

I \_\_\_\_\_ (**Applicant Name**) hereby agree and undertake as:

- I need help / assistance from **A & J Enterprises** to download & provide my Digital Signature Certificate.
- A & J Enterprises** has notified us the risks associated in downloading of Digital Signature & in soft-form (only encryption certificate).
  - the risks of being copied
  - risk arising out of unauthorized usage and
  - incidental risks arising out of the above.
- I hereby agree to keep encryption certificate in the safe custody of myself.

If there is any misuse we take full responsibility for such misuse and we fully absolve **A & J Enterprises** of all responsibilities in connection there with.

**I have read and understood all the instructions, terms and conditions mentioned below and hereby agreed to abide.**

**Signature**  
**Designation:** \_\_\_\_\_

**Seal(optional)**

**General Terms & Conditions:**

- Don't make any alteration in Application Form, if found, will lead to rejection.
- All forms are subject to acceptance / rejection by eMudhra.
- All the documents of the department person/officers should be verified by department/ organization head, and he is the solely responsible person against that officer's/person's for any discrepancies arise.
- If the certificate get corrupted/removed by users/ some hardware problem rose after providing in Tested - OK condition applicant will have to pay for certificate or for whole including USB token charges for new DSC issuance.
- In case any assistance required for Installation telephonically/physically as required on the place, **A & J Enterprises/eMudhra Ltd** shall provide the support.
- Any problem arises in downloading the DSCs certificate by applicant like system failure, internet problem, and Internet browser setting, he/she is the responsible, and we are unable to serve in that case.
- All the application forms collected by department will again verified by our RA/RA's Designated officers through Phone or physically or other means.
- More than distance in range of 5-10 Km in Dehradun, you will have to submit/receive DSC request Form/DSCs by hand or by courier.
- If any distant person/officers want DSC by courier service/ speed-post that are also available. You can ask for it, charges will be applicable that may vary on locations.
- For any System/Online Applications under developing status or before successfully pass the testing condition at the user end we are not responsible. Our DSCs are successfully working under most of Govt. / prestigious Organization's applications.
- If Application form is rejected by eMudhra, the rejected forms would remain with eMudhra and Applicant need to submit a fresh Application form with all required attested document again within 48 hours after rejection by eMudhra. If applicant fails, No Refund would be entertained. If Applicant reacts after 48 Hour, Applicant need to submit Fee and Form again.
- Check your Digital Signature Certificate within 24 hours from issuance. After that we shall not be responsible for any type of technical issue in DSC issuance.
- Issuance of DSC doesn't mean or provide any type of guarantee to get done / finish your work.
- Minimum Processing Time to issue DSC would be 24 - 72 working hours (excluding Sundays, Public Holidays, and working hours of the day on which form is submitted).

**Terms & Conditions for Payment:**

- You may pay us in any form of payment mode - **Cash/DD/Cheque/Online/UPI**
- Pay us through **Demand Draft** in favor of **A & J Enterprises** payable at **Dehradun**.
- Pay us through **Cheque** in favor of **A & J Enterprises**.
- Pay us through any **UPI** to **ajenterprises@indus**
- You may pay us online through NEFT or RTGS in mentioned bank account here, but keep the acknowledgement of the transactions details and provide us soft copy of that record with DSC request forms. After verifying the successful paid amount, we will further send your request form for issuing DSCs.
- All the charges paid by Individual/Department/Organization should be same as total invoiced amount by A & J Enterprises/e-Mudhra Ltd. or by both if preferred payment mode is online. In online transfer, charges for transaction levied by Bank/Govt. will be borne by Individual/ Department/ Organization.
- If any mode (DD/Cheque/Online) of transaction fails then use alternate option for payment of fee.**
- If the requirements are on urgent basis cost will increase in Rs. 300.00 inclusive GST applicable.**
- Application Fee must be submitted at the time of submitting application forms and supporting documents.
- Rate may be varying time to time. In case any changes we will make you aware of that in advance through telephonically or by e-mails.
- DSC request Forms may be collected by the department/Organization but in that case department will have to pay Rs. 50 (Convenience Charges inclusive of GST applicable), or you have to submit/ receive all the DSC request form/ DSCs to/from our collection center specified by the company that will

**Bank Details for online Transaction**

**Name:** A & J Enterprises  
**Bank:** Indusind bank  
**A/c No:** 201000994870 (Current A/C)  
**IFSC Code:** INDB00000054  
**Branch:** Dehradun

## Letter of Identity Proof by Organization

(To be printed on organization letter head / Office seal. To be signed by HRD of Organization / Authorized Signatory / Government Department in-charge. To be used if the Organizational ID card is not available for the applicant.)

To:

eMudhra Limited

Bangalore

**Subject: Organizational ID Proof of the applicant**

Organization Name: \_\_\_\_\_

Name of the Individual	
Org ID Number (if available)	
Designation	
Department	

I hereby confirm the Identity of the above Individual. I'm the Authorized Personnel to certify the Identity on behalf of the Organization.

For the Organization,

(Seal & Signature)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

## Instructions:

1. All Details given in application form must be matched with supporting documents.
2. Application form must be duly signed by applicant and signature should be same as in photo ID provided by applicant.
3. Don't make any alteration in Application Form, if found, will lead to rejection.
4. Attach the supporting documents as per list provided in application form only and should be valid as per instruction given in application form.
5. Copy of supporting documents must be visible and readable.
6. Identity Verification Guidelines should be followed as mentioned by [Controller of Certifying Authorities\(CCA\)](#)
7. In case of PAN Based DSC, photo copy of Pan Card must be required. Print of online PAN data/ Details is not accepted.
8. In Case of Organization Users, **Letter of Identity Proof by Organization** must be on Organization's Original Letter Head with Address provided in application form if organizational/Departmental ID card not issued to Applicant.
9. Minimum Requirement for using Digital Signature is: Internet Explorer 9/ Mozilla Firefox/GoogleChrome. We don't have any support for old windows OS or Mac OS.
10. All signatures should be with blue pen only.
11. Before sending any hard copy of application and supporting document send its complete scan copy to our mailing address- [ajenterprises.dun@gmail.com](mailto:ajenterprises.dun@gmail.com) for pre-verification for applicant convenience.