

**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY
 REQUEST FORM FOR CLASS 2 CERTIFICATE**
[INSTRUCTIONS](#)

Affix recent passport-size photograph of the applicant. Applicant to sign across the photograph

USER TYPE – GOVERNMENT / BANKING SECTOR

Validity of DSC*

Gender*

Male Female

<input type="checkbox"/> Empower India DSC	<input type="checkbox"/> 1 year
<input type="checkbox"/> 2 Years	

Surname [^]	<input type="text"/>	Given Name [^]	<input type="text"/>
Father/Husband's Name	<input type="text"/>	Initials [^]	<input type="text"/>
E-Mail Address [^]	<input type="text"/>		
Alternative E-Mail Address	<input type="text"/>		

Organisation details

Name [^]	<input type="text"/>		
House Identifier [^]	<input type="text"/>		
Street Address [^]	<input type="text"/>		
City [^]	<input type="text"/>	Pin Code [^]	<input type="text"/>
Country [^]	<input type="text"/>	State [^]	<input type="text"/>
Telephone*	<input type="text"/>	Mobile	<input type="text"/>
FAX	<input type="text"/>		
Administrative ministry / Department*	<input type="text"/>		
Government of India / State Government*	<input type="text"/>		

DOCUMENT CHECKLIST FOR GOVERNMENT TYPE OF CERTIFICATE

Subscriber proof of identity and residence(ATTESTED copy required)

Identity and Residence

<input type="checkbox"/> Passport	<input type="text"/>	<input type="checkbox"/> Driving License	<input type="text"/>
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Identity

<input type="checkbox"/> PAN Card	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driving License	<input type="text"/>	<input type="checkbox"/> Bank A/C Passbook with Photo	<input type="text"/>
<input type="checkbox"/> Photo Identity Card	<input type="text"/>		

Residence

<input type="checkbox"/> Latest Telephone Bill	<input type="text"/>	<input type="checkbox"/> Latest Electricity Bill	<input type="text"/>
<input type="checkbox"/> Latest Bank Statement	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driving License	<input type="text"/>		

Letter of Authority*

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/Class-2 Digital Signature Certificate with the validity period of _____ year(s).(required validity period needs to be mentioned)

Signature and Designation
of Authorizing Person

Signature and Designation
of the Applicant

Applicant Declaration	RA Declaration
<p>I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate.</p> <p><input type="checkbox"/> I am fully aware of the risks associated with sharing of my Digital Signature and I authorise my RA to generate and download my Digital Signature Certificate on my behalf. I will not hold TCS-CA liable for any misuse by the RA with this Digital Signature Certificate.</p> <p>Date: _____ Place: _____ Signature of the Applicant</p>	<p>I hereby confirm that I have received and verified the documents submitted by the subscriber.</p> <p>Date: _____ Place: _____ Signature of the RA Officer</p>

RA OFFICE NAME : _____ / **USER ID :** _____ / **REQUEST NUMBER :** _____

The certificate Request Form, Online Enrollment Form, Demand Draft and the supporting documents as per the document checklist have to be forwarded to the following address:

Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'

RA Office

ADWEB TECHNO TRADE PVT LTD.,
309, SHREE KRISHNA COMMERCIAL CENTRE,
6 UDYOG, NAGAR, KAMATH CLUB LANE,
GOREGAON WEST, MUMBAI 400062.
MOB: 09820398781 / 09223514667 / 09223400489.

TCS-CA Certificate

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 **CLASS2** Digital Signature Certificate with the validity period of one year.

Signature and Designation
of Authorizing Person With Stamp

Signature and Designation
of the Subscriber With Stamp

Signature and Designation
of the Authorizing Person With Stamp

Instruction for filling the form: (Form Containing 3 Pages)

Page No.1

1. Affix photographs & Sign across the photographs.
2. Fill up the details.
3. Tick on the appropriate check box & radio button

Page No. 2

1. Sign & seal on (Signature & Designation of the Applicant)
2. Sign & seal on (Signature of the Applicant)

Page No. 3

1. Sign & seal on (Signature & Designation of the Subscriber with Stamp)

Enclosure:

(Please attach following two documents with the form & both should be self attested)

1. Photo Copy of the Pan Card (Compulsory)
2. Photo copy Driving License/Bank Passbook/Passport (any one is Compulsory)

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