



Instructions For Getting Digital Signature

*It's too simple to get a digital signature. Please don't hesitate or panic for any problems on filling the form
Even if you send us an incomplete form, we'll process your request and guide you for the changes to be done on form*

We provide digital signatures all over India and that too within 30 minutes* of receipt of form and payment

1. Please check the form on the 2nd & 3rd Page of This PDF File
2. Print the form on an A4 size paper and fill it
3. Get the appropriate attestations as required on the form and documents
4. Scan the form & documents on a low resolution (Maximum Size of a file should be 500 KB)
5. Make the payment as below: (Check 4th Page For Bank Account Details)

For Class 2 Digital Signature Used for MCA and Income Tax

Rs.399/- For Signature With 1 Year Validity Without Token and

Rs.599/- For Signature With 2 Years Validity Without Token

Ukey Token At Rs.400 | Aladdin Token At Rs.700 (**For Instructions on what is Token**, read our FAQ's on 5th & 6th Page)

6. After making the appropriate payments send us the duly filled form along with the payment receipt and supporting documents on **digitalsignature(at)veracitylegal(dot)com** so that we may process the digital signatures and send it to you by email as soon as possible.
7. You'll also have to courier the documents on the address mentioned below:

Veracity IT & Legal Services LLP

Shop No. 10, Sat-Pratap Complex,
10 No. Pulia, Opp. Bharat Petroleum,
Near Kadbi Chowk, Kamptee Road,
Nagpur - 440004 (Maharashtra, India)
Ph: 0712-3536000 / 09881133100

8. You'll get the digital signature via email if you have applied for without token digital signature and in a secured USB device & email also, if you've applied for with token digital signature.
9. After getting the zip file attached in the email, just unzip the file and double click on the .pfx file provided. Click on next till you get finish. If it asks for a password, the default password is 123
10. Your signature is now ready for use and you can apply in on any of the form

For Any More Questions, Please Visit our FAQ Section on 5th and 6th Page of This PDF File.

**You Can Get Digital Signatures within 30 Minutes on All Working Days i.e. Monday to Saturday Between
10 AM To 7 PM*

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Registration Form for Digital Certificate [Individual]

Customer Identification Number _____ (For office Use Only)



Instructions

1. Please fill the form in BLOCK LETTERS in English only.
2. Any discrepancy/inconsistency in the form will lead to delay and/or rejection of this application.
3. Submit the application to nearest LRA. Please visit www.ncodesolutions.com to locate LRA.
4. (n)21 refers to Class – II- Individual & will bear Object Identification as 2.16.356.100.2.2.
5. The DSC issued would be for Signing only.

Affix recent passport size photograph of the applicant

Applicant to sign across the photograph extended to application form

Validity **1 year**

2 year
(Only SHA-256)

Name of the Applicant

Please ensure that the name as it appears in the identity proof matches with the name mentioned below

Surname First Name Initials

Residential Address

Town/City/District

State PIN

Country

Contact Number STD Code PH M

Date of Birth D D M M Y Y Y Y

E-mail Address

Identity Details **Number** PAN Card is compulsory if you wish to use the signature at Income Tax Department
(Please tick and Fill Any ONE) // Post Office id card // Driving License // PAN // Voter's ID // Bank account Passbook no //

Details Required If Applicant is Foreign National

Nationality Passport No.

Visa Details

Registration Form for Digital Certificate [Individual]

Customer Identification Number _____ (For office Use Only)



Checklist of the Documents to be Submitted with Application

A. Documents as proof of Identity (Please tick the one submitted)

- PAN Card
 Driving License
 Voters ID
 Post Office ID Card
 Copy of Bank Account Passbook with attested photograph by the Bank

B. Documents as proof of Address (Please tick the one submitted)

- Telephone Bill
 Water Bill
 Driving License
 Service Tax/VAT Tax/Sales Tax registration certificate.
 Electricity Bill
 Voters ID
 Gas connection
 Property Tax/ Corporation/ Municipal Corporation Receipt.
 PF statement
 Passport
 Bank Statement attested by the bank.

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

Date

Place

Signature of Applicant

[Name: _____]

Cheque /DD to be drawn in favor of VERACITY IT & LEGAL SERVICES LLP

Cheque should be "payable at par"

Payment Details

DD / Cheque No : _____

Date : _____ Amount : _____

Bank Name : _____

LRA Details

All documents Checked & Verified by

LRA Name / Stamp / Signature

Send the duly filled form along with the payment receipt to digitalsignature@veracitylegal.com
Your digital signature shall be issued in 30 minutes and shall be sent to you on the email address mentioned in this form

For any queries, contact our customer support team at 0712-3536000 / 09881133100

The hard copies of the form and documents are to be sent to the below mentioned address:

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Near Kadbi Chowk, Kamptee Road,
Nagpur - 440004 (Maharashtra, India)
Ph: 0712-3536000, 09881133100

Ahmedabad
Corporate Office

079-4000 7300

(n)Care

Mumbai

022-22048908

Delhi

011-26452279

Bangalore

080-25272525

Chandigarh

0172-2707732

marketing@ncodesolutions.com



Choose From Any Of The Following Payment Options

*After Payment Please Intimate Us With The Transaction ID on 09881133100
or mail us at contact (at) veracitylegal (dot) com*

:: Online Payment Gateway ::

You can pay us online by Net Banking, Credit Cards And Debit Cards from www.pay.veracitylegal.com

:: Cheque / Demand Draft ::

Please make Cheque favouring "**Veracity IT & Legal Services LLP**" payable at **Nagpur** and send it by **Courier or Speed Post** to the address mentioned below (*In this case your work would be done after realization of Cheque / Demand Draft*)

(Please Make Payable At Par Cheque or Send Demand Draft)

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Nagpur – 440004 (Maharashtra, INDIA)
Tel : 0712-3536000 / 09881133100

:: Cash/Net Banking ::

(Please Deposit Rs.150/- Extra If You Are Depositing Cash in Any of Our Banks | NetBanking is Free!)

1) ICICI Bank (Please Deposit Rs.150 Extra For Cash Deposit)

A/c Number 023105500313 (12 Digit A/c No.)
Name: Veracity IT & Legal Services LLP
Branch: Kalamna, Nagpur
IFSC Code: ICIC0000231 (4 Zero's)

2) IDBI Bank (Please Deposit Rs.150 Extra For Cash Deposit)

A/c Number 510102000001038 (15 Digit A/c No.)
Name: Funstun Group
Branch: Sitabuldi, Nagpur
IFSC Code: IBKL0000510 (4 Zero's)

3) AXIS Bank (Please Deposit Rs.150 Extra For Cash Deposit)

A/c Number 911020039409930 (15 Digit A/c No.)
Name : Veracity IT And Legal Services LLP
Branch : Civil Lines, Nagpur
IFSC Code: UTIB0000048 (5 Zero's)

4) HDFC Bank (Please Deposit Rs.150 Extra For Cash Deposit)

A/c Number 12482560000998 (14 Digit A/c No.)
Name : Veracity IT And Legal Services LLP
Branch : Kingsway, Nagpur
IFSC Code: HDFC0001248 (3 Zero's)

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Frequently Asked Questions (FAQ's)

Digital signatures are going to play an important role in our lives with the gradual electronization of records and documents. The IT Act has given legal recognition to digital signature meaning, thereby, that legally it has the same value as handwritten or signed signatures affixed to a document for its verification. The Information Technology Act, 2000 provides the required legal sanctity to the digital signatures based on asymmetric cryptosystems. The digital signatures are now accepted at par with handwritten signatures and the electronic documents that have been digitally signed are treated at par with paper documents.

WHO NEEDS A DIGITAL SIGNATURE CERTIFICATE ?

Under MCA21 Every person who is required to sign manual documents and returns filed with ROC is required to obtain a Digital Signature Certificate (DSC). Accordingly following have to obtain Digital Signature Certificate:

1. Directors
2. Auditors
3. Company Secretary - Whether in practice or in job.
4. Bank Officials - for Registration and Satisfaction of Charges
5. Other Authorized Signatories.

TYPES OF DIGITAL SIGNATURE CERTIFICATE

There are 3 types of Digital Signature Certificates, having different security levels, namely :- Class-1, Class-2 , Class-3.

For filing documents under MCA21, a Class-2 Digital Signature Certificate issued by a Licensed Registration Authority is required. We also offer Class 1 and 3 besides Class 2 certificates.

Why USB e-token?

A Digital Signature certificate (DSC) is kept in internet explorer of computer system (PC) but keeping DSC on your computer system has following draw backs :-

- a) It can be misused by anyone who is having access to your computer system.
- b) DSC is lost if computer system is formatted or internet explorer is changed.

Accordingly, safe and proper method is to keep DSC on e-token, a small USB port device, which is password protected. The said e-token is a small hardware device and can be plugged to USB port of any system to digitally sign the documents and when not in use can be kept in safe custody.

Why Digital Signatures?

Ministry of Company Affairs, Government of India (GoI) has initiated MCA21 program, for easy and secure access to its services in a manner that best suits the businesses and citizens. MCA21 is envisioned to provide anytime and anywhere services to businesses. It is a pioneering program being the first mission mode e-governance project being undertaken in the country. This program builds on the GoI vision to introduce a Service Oriented Approach in the design and delivery of Government services, establish a healthy business ecosystem and make the country globally competitive.

The MCA21 application is designed to support Class 2 & 3 Digital Signature Certificates (DSC) issued by licensed Certifying Authority under Controller of Certifying Authorities, GoI.

Those individuals recommended and forwarded by Superior Authority or those who approach any RA office operating under CA with proper certification from Chartered Accountant/Cost Accountant can avail our certification services for obtaining digital certificate.

What is a Digital Signature Certificate?

Digital signature certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. Examples of physical certificates are drivers' licenses, passports or membership cards. Certificates serve as a proof of identity of an individual for a certain purpose; for example a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented

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electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

Why is Digital Signature Certificate (DSC) required?

Like physical documents are signed manually, electronic documents, for example e-forms are required to be signed digitally through Digital Signature Certificate. As per MCA21 project of ministry of company affairs all the company forms have to be filed electronically.

Who issues the Digital Signature Certificate?

A licensed Certifying Authority (CA) issues the digital signature. Certifying Authority (CA) means a person who has been granted a licence to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000. The list of licensed CAs along with their contact information is available on www.mca.gov.in. You can obtain your DSC from us.

What are the different types of Digital Signature Certificates?

Class 1: These certificates do not hold any legal validity as the validation process is based only on a valid e-mail ID and involves no direct verification.

Class 2: Here, the identity of a person is verified against a trusted, pre-verified database.

Class 3: This is the highest level where the person needs to present himself or herself in front of a Registration Authority (RA) and prove his/ her identity.

Who can have digital signature certificate?

Any person can apply to the certifying authority for issue of a DSC in the prescribed form and paying prescribed fees. While prescribing, the government can differentiate the fee structure for different classes of applicants. The applicant shall also enclose a certification practice statement and in the absence of such a statement, particulars, as prescribed by regulations, have to be given.

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