



## 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 45 minutes\* of receipt of form and payment**

1. Please check the form on the 2<sup>nd</sup> 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 3<sup>rd</sup> Page For Bank Account Details)  
For Class 3 Digital Signature Used for eTenders & eProcurement  
**Signing Only** At Rs.2499/- For Signature With 1 Year Validity Without Token and  
**Signing Only** At Rs.3999/- For Signature With 2 Years Validity Without Token  
**Signing + Encryption** At Rs.3499/- For Signature With 1 Year Validity Without Token and  
**Signing + Encryption** At Rs.4999/- For Signature With 2 Years Validity Without Token  
MoserBaer Token At Rs.550 | Aladdin Token At Rs.700 (**For Instructions on what is Token**, read our FAQ's on 4<sup>th</sup> & 5<sup>th</sup> 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 4<sup>th</sup> and 5<sup>th</sup> Page of This PDF File.

\*You Can Get Digital Signatures within 45 Minutes on All Working Days i.e Monday to Saturday | 10 AM To 7 PM

### **VERACITY IT & LEGAL SERVICES LLP**

Shop No. 10, Sat-Pratap Complex, 10 No. Pulia, Opp. Bharat Petroleum, Kamptee Road, Nagpur - 440 004  
Ph: 0712 – 3536000, 09881133100 | [www.veracitylegal.com](http://www.veracitylegal.com)

# Digital Signature Certificate Subscription Form

Class of Certificate	Class 3 <input type="checkbox"/>	Type of Certificate	With Org Name <input type="checkbox"/>	Signing <input type="checkbox"/>	Certificate validity	1 Year <input type="checkbox"/>
				Encryption <input type="checkbox"/>		2 Years <input type="checkbox"/>

## Section 1: Subscriber Details

Name\*:

eMail\*:

Designation:

Date of Birth\*:         Gender\*:  Male  Female

Address (Residential address in case of Individual or Organization address in case of with ORG DSC)

Organisation Name\* :

Door No/Building Name\* :

Road/ Street/ Post Office\* :

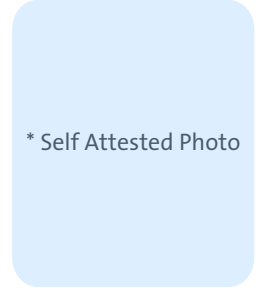
Town/ City/ District\* :

State/ Union Territory\* :

Country\* :  PIN Code\*

Telephone Number\* (with STD Code):

Mobile Number\* :



\* Self Attested Photo

## Section 2: Identity Proof Details

<p><b>Photo Identity Proof*</b></p> <p>Identity Proof Name <input type="text"/></p> <p>( Eg: Pan Card, DL, Passport, ...)</p> <p>Identity Proof Number <input type="text"/></p>	<p><b>Address Proof*</b></p> <p>Address Proof Name <input type="text"/></p> <p>( Eg: Passport, DL, Latest Telephone Bill, ...)</p>
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Note\*: Subscriber's signature should appear on the Photo ID Proof.

## Section 3: Declaration

I hereby declare that all the information provided on this Subscription Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the Safe Scrypt CA's CPS <https://www.safescrypt.com/pdf/cps.pdf>.

Signature of the Subscriber\*

Date\*:         Place\*:

Note\*: Subscriber has to sign before the Authorised LRA/Partner for Class3 DSC.

## Section 4: Authorisation (\*only for ORG DSC)

I, \_\_\_\_\_ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal\*

## For office use only

Attestation By Sify Authorised LRA/Partner(\*For Class3 DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document Copies of ID proof. I have verified the same with TRUE COPY.

Signature and Seal\*

Date\*         Name\*

Note\*: Safescrypt at its discretion, will make a telephone call to verify the details of this Subscriber.

Partner Name:	<input type="text"/>
Date of Issuance:	<input type="text"/>
City:	<input type="text"/>

SafeScrypt CA Services brought to you by:

Sify Technologies Limited, 2nd Floor, Tidel Park, #4, Rajiv Gandhi Salai, Taramani, Chennai - 600113. E-Mail: [contact@veracitylegal.com](mailto:contact@veracitylegal.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](http://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)*

**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)  
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 devise, 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](http://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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