



Franchise Brochure

For

CLASS II

DIGITAL SIGNATURES

(MCA And Income Tax)



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



Instructions For Getting Associated With Us For Class II Digital Signatures

It's too simple to issue digital signatures. 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

You can provide digital signatures all over India and that too within 10 minutes from your Reseller Login ID

1. Please check the reseller form on the 5th Page of This PDF File
2. Print the form on an A4 size paper and fill it
3. Scan the form on a low resolution (Maximum Size of a file should be 500 KB)
4. Make the payment for the quantity of Digital Signatures and Tokens (**For Instructions on what is Token**, read our FAQ's on 7th & 8th Page) you wish to buy as per the slab given on 4rd Page of this PDF File (Check 6th Page For Bank Account Details)
5. After making the appropriate payments send us the duly filled form along with the payment receipt or snapshot of the Payment Successful Page to **reseller(at)veracitylegal(dot)com** so that we may process the reseller login for you and send the same to you by email as soon as possible.
6. After the login is created, you can issue digital signatures from your desk itself without getting the approvals of anyone.
7. You'll have to send the documents of your clients for whom you've issued digital signatures on the address mentioned below within 15 Days of the issuance of Digital Signature:

Veracity IT & Legal Services LLP

Shop No. 10, Sat-Pratap Complex,
10 No. Pulia, Opp. Bharat Petroleum,
Kamptee Road,
Nagpur – 440017
Ph: 0712-3536000 / 09881133100

For Any More Questions, Please Visit our FAQ Section on 7th and 8th Page of This PDF File.

:: REQUEST ::

Please DO NOT Unnecessarily Call Our Customer Care To Confirm The Procedure Written Above

The procedure is very much clear and you may follow the same to get your Reseller Login which shall be processed in 2 Working Hours After We Receive The Form, Documents and Payment Receipt

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

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Profile of Veracity IT & Legal Services LLP

OVERVIEW

Founded by young, dynamic and well qualified professionals, Veracity IT & Legal Services LLP, provides a complete range of integrated IT & legal support services to worldwide legal community and helps law firms and corporate legal departments receive value for money. In the areas of research, drafting, litigation support and administrative services, Veracity IT & Legal Services LLP has good command in the legal arena. Outsourcing high-value and sophisticated core business processes to Veracity IT & Legal Services LLP in India is a strategic move for forward-thinking organizations, as we consistently deliver superior value and achieve the highest standards. Most importantly, we serve as your virtual overseas partner, ensuring quality, confidentiality, integrity, and on-time execution for each project.

OUR AIM

Veracity IT & Legal Services LLP's aim is to bring the outsourcing advantages in form of value addition, cost reduction and time operations to law firms, individual attorneys and corporate legal departments throughout the English-speaking world.

Veracity IT & Legal Services LLP USP

The latest trend which dominates offshoring legal support services is the spreading of legal web across the world and extending legal services to the advantage of the client. As the legal market across the globe becomes more and more competitive, increasing number of international organizations seek state-of-the-art legal LPO services to meet the rising demands of quality and cost effectiveness. Veracity IT & Legal Services LLP combines legal capabilities with knowledge of international regulatory standards and a robust technical backend to deliver best solutions at a very fair price. This enables you to focus more on core competencies to upgrade your legal practice to the next level and expand your business model.

Competence in legal expertise

Veracity IT & Legal Services LLP is managed by a competent team of Indian attorneys. The company is an offshoot of a leading young Indian law firm. Our firm's experience as a consultant to our clients proves our ability to deliver world-class legal support services. To provide excellent integrated services in tune with your legal process, Veracity IT & Legal Services LLP employs a dynamic, cross-cultural team who will take care of every aspect of your project. Our lawyers are graduates of good Indian law schools and are experienced in international transactions, litigation, and regulatory matters.

Veracity IT & Legal Services LLP's partner law firm oversees our work, ensuring the highest quality professional services. These common law-trained professionals will handle your specific requirements when you outsource parts of your legal processes to Veracity IT & Legal Services LLP in India.

LPO is an asset for the client

Veracity IT & Legal Services LLP provides high-end & specialized legal support and research services which work as value for money. We relate to your Bean Counters when it comes to cost-savings, increasing profit margins, and adding to your bottom-line.

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**** Slabs Will Be Calculated Every 6 Months From The Date of Enrollment As A Reseller ****

(Extra Amount Paid During The Duration (if any) Shall Be Credited In The Form of Digital Signatures To Your Account)

CLASS 2 DIGITAL SIGNATURES

(Used For Income Tax / Ministry of Corporate Affairs)

Below Mentioned Prices Are Inclusive of Service Tax | Service Tax Is Not Charged Extra

Slabs	Quantity	Price For 1 Year	Price For 2 Years
Slab 1	1000+	190	250
Slab 2	500-999	210	270
Slab 3	250-499	225	285
Slab 4	100-249 (Recommended)	250	310
Slab 5	25-99	300	360
Slab 6	10-24	350	410
Slab 7	1-9	399	599

USB Tokens (Optional) (Only Token - Without Digital Signature)

Slab	Quantity	Ukey (Per Piece)	Ukey Black (Per Piece)	Aladdin (Per Piece)
Slab 1	1-9	300	350	640
Slab 2	10-24	275	325	625
Slab 3	25-49	260	310	610
Slab 4	50-99	245	295	585
Slab 5	100-249	230	280	570
Slab 6	250-499	215	265	555
Slab 7	500+	200	250	540

**** If You Want Your Branding On CD and CD Cover ****

CD Cover + CD Printing (Optional)

(CD + Label on CD + CD Cover + Label on Cover)

Slab	Quantity	Price (Per CD+Cover)
Slab 1	1-49	40
Slab 2	50-99	35
Slab 3	100-249	30
Slab 4	250+	25

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Please Fill This Form And Send It To Us Along With The Payment Receipt To reseller(at)veracitylegal(dot)com

Application Form for Digital Signature Reseller

Company Name: _____

Applicant Name: _____

Address: _____

City: _____

PIN Code: _____

State: _____

Landline Number: _____

Mobile Number: _____

Email ID: _____

PAN Number: _____

ORDER DETAILS (Kindly Fill The Quantity For Digital Signatures, Tokens and CD+Box)

1 Year	2 Years	Ukey	Ukey Black	Aladdin	Moser Baer	CD+BOX
QTY	QTY	QTY	QTY	QTY	QTY	QTY

Attach documents as mentioned below:

1. Applicant's PAN Card
2. Applicant's Address Proof
3. Attach .pfx File Of Your Digital Signature On Email (If You Have)

(Applicant Signature)

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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)

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 For Franchise of Digital Signatures

Que: I am an Individual and I don't have my company, can I apply for the franchise of digital signature?

Ans: Yes, an individual can also apply for the digital signature franchise

Que: How to send the application form, documents and payment receipt for getting registered as a franchise, by email or by courier?

Ans: You have to send the application form, documents and payment receipt as attachment in email to reseller(at)veracitylegal(dot)com

Que: How do I make the payment?

Ans: You have to make the payment by using Net Banking, Cash Deposit or Cheque Deposit at any of the banks mentioned in the 6th Page of the Reseller Brochure

Que: Do you levy extra charges for NEFT or Cheque Deposit?

Ans: No! We don't levy any extra charges for NEFT or Cheque Deposit.

Que: Do you levy extra charges for Cash deposit?

Ans: Yes, Our banks levy a charge of Rs.150 per transaction and hence we levy the same to the clients.

Que: How much amount I have to deposit to start the franchise?

Ans: You can start with as low as 25 digital signatures for which you have to deposit Rs. 300 x 25 signatures which comes to Rs. 7500 for 1 Year Signatures and/or Rs.360 x 25 signatures which comes to Rs. 9000 for 2 Years Signatures.

Que: What is the cost of the Digital Signature with token?

Ans: We don't have any bundle package for Digital Signature with token. You have to buy tokens separately and the Digital Signatures separately.

Que: What is the difference between Ukey and Aladdin tokens?

Ans: All are manufacturers of the tokens. The price differs because of the popularity of tokens

Que: How can I process the digital signatures for my client?

Ans: As soon as you apply for franchise, you'll get the User Guide that contains stepwise procedure to apply digital signatures for your clients

Que: Can any of my employee do the process of issuing digital signatures?

Ans: Yes, anyone in your organization can do the process of issuing digital signatures for your clients. Its too simple if you go through the process given in the User Guide.

Que: In how much time I will get my Reseller Login ID through which I can issue digital signatures for my client?

Ans: You'll get the Reseller Login ID within 2 hours after you send the documents and payment receipt by email

Que: How will be the USB token dispatched if I am applying for the same?

Ans: USB Token shall be dispatched within 48 hours by First Flight Couriers and you shall also get the docket number for tracking.

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Que: What would be the price if I want more than 1000 Digital Signatures?

Ans: The lowest price of the digital signatures is Rs.190 for 1 Year Signatures and Rs.250 for 2 Years Signatures if you are applying for 1000 Digital Signatures or more

Que: Veracity is authorized by which Registering Authority under Controller of Certifying Authorities?

Ans: Veracity issues the digital signatures of (n)Code Solutions And Sify Technologies

Que: Do you issue digital signatures of TCS?

Ans: No, we are only authorized to sell the digital signatures of (n)Code Solutions And Sify Only

Que: What is the validity of the digital signatures?

Ans: Digital signatures comes with a validity of 1 year and 2 years.

Que: What is the website of Controller of Certifying Authorities?

Ans: The website of Controller of Certifying Authorities is <http://cca.gov.in>

Que: Is this digital signature valid for Ministry of Corporate Affairs and Income Tax?

Ans: Yes, this signature is valid for Ministry of Corporate Affairs and Income Tax purpose

Que: Is this signature valid for participating in eTenders?

Ans: No, this signature is not valid for participating in eTenders.

Que: Who can attest the documents of the clients?

Ans: Any CA, CS, Advocate, Gazz. Officer, Class I Officer, Bank Manager can attest the documents

Que: In how many days I have to send the documents received by my client?

Ans: You have to send the documents received by your client within 3 days to issuing the digital signature

Que: What if for some reason we are not able to send the documents within 15 days of issuance of digital signatures?

Ans: As a reseller, you'll be given a grace period of 10 days over the mentioned 15 days to send the documents after which the digital signatures shall be revoked by the authority without notice

Que: How to get more digital signatures in my reseller account after using the allotted digital signatures?

Ans: You just have to make the payment as per the slab given in the PDF File located at www.veracitylegal.com/dscreseller.pdf and send us the payment receipt and also specifying the quantity of digital signatures you wish to buy

Que: In how much time will the digital signatures be credited to my account?

Ans: Digital Signatures shall be credited to your account within 2 working hours after receiving the payment receipt

Que: What if I don't want to go through your Slab Settlement Scheme and want to buy number of digital signatures I need in one shot itself?

Ans: You can go through our Fixed Pricing Scheme in which there will be no slab settlement available. The brochure for the same is available at www.veracitylegal.com/lotdscreseller.pdf

Que: Whom to contact if I have any other questions?

Ans: You can send e-mail our reseller department at reseller(at)veracitylegal(dot)com or Call our customer support at 0712-3536000, 09881133100

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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. 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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