Procedure for Obtaining Digital Signature by Foreign Vendors

This document gives the procedure to be followed by bidders who are resident of countries other than India for participating in Online Tendering Activity.

As per the IT ACT 2000, all bidders who participate in the online bidding process in this site should possess a valid Digital Signature issued by any of the Digital Signature Certificate (DSC) vendors approved by CCA, India (https://cca.gov.in). The following document gives the procedure that is generally followed by various vendors.

Generally, the documents that are required to be submitted by Foreign Nationals are as follows:

1. Identity Proof (ID Proof) of the person in whose name DSC has to be issued (E.g. Passport copy)
2. Bank account statement in country of residence, duly attested by Indian Embassy / High Commission / Consulate / Apostille in the country where the applicant is currently located. (At least 6 months of Bank transactions) with the proof indicating the account is owned by the Individual.
3. Copy of the Trade license attested by any one of the authorities as specified in Point 2 above.
4. As the Individual is representing the company, an Authorization on company’s letter head as given in the form
5. Copy of the Authorization letter or invitation letter from department for the participation in the tender by any one of the tender inviting authority.

As of now, it is learnt that GNFC, issue DSCs with the above procedure. The copy of the nCodes and eMudhra Format is enclosed as Annexure; the Copies of other vendors will be made available on receipt of information from these vendors.

Note: The Information given by the vendors is attached for facilitating the Foreign Nationals to procure DSCs from the Indian CA authorized vendors for information purpose only as shared by the respective CA’s.

Please find below the details of various vendors and procedure for obtaining DSC:

- **GNFC**
- **eMudhra**
<table>
<thead>
<tr>
<th><strong>Customer Identification Number:</strong></th>
<th>(For Office Use Only)</th>
</tr>
</thead>
</table>
| **Instructions:** | 1. This Form is divided into 2 parts: Form A and Form B.  
2. Form A contains details of certificate applicant and needs to be filled up each time.  
3. Form B contains organizational details and needs to be filled up only once for an Enterprise/Organization.  
4. Please fill the form in BLOCK LETTERS in English only.  
5. (n)Pro refers to Class 3 Organization and will bear Object Identification as 2.16.388.100.2.3.  
6. As per New Inter-portability Guidelines ver. 2.1, all the DSCs issued from 4th April 2011 to 31st Dec 2011 will carry the validity of ONE year  
7. Separate DSC for Signing & Encryption will be issued |
| **TYPE OF DIGITAL CERTIFICATE:** | (Sign across photo) |
| 1. Class Iib: | 2. Class Iib: |
| 3. Class Iic: | Validity: 1Year. |
| 4. Class Iid: | 2Years. |
| **NAME OF THE APPLICANT (As required in the DIGITAL CERTIFICATE):** |  |
| (Please ensure that the name as it appears in the Identity Proof matches with the name mentioned below) |  |
| **Surname** | **First Name** | **Initials** |
| **Office Address:** |  |
| **Town / City / District:** |  |
| **State / Union Territory:** |  |
| **Pin Code:** | **Department** |
| **Contact No.:** | **STD Code:** | **Ph:** |
| **Mobile Phone No.:** | **Fax:** |
| **Date of Birth:** | **DD** | **MMM** | **YYYY** |
| **E-Mail Address:** |  |
| **Identity Details:** | **No.** |
| (Please Tick & Fill Any One) | **Passport** |
| **Organizational Details:** | to be Filled up only Once for an Organization (Please disregard if already submitted) |
| **Company Name:** |  |
| **Corporate / Registrar** | **Company Address:** |
| **Town / City / District** |  |
| **State / Union Territory** |  |
| **Pin Code** |  |
| **Contact No.** | **STD Code:** | **Ph:** |
| **Corporate Website (URL):** |  |
| **Income Tax Pan No.:** |  |
| **Bank Details** | **Bank Name** | **Bank A/C No.** |
| **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 acknowledge that informations provided in Form A & Form B are correct to my knowledge.** |  |
| **Place:** | **Date:** |
| **Signature Of Applicant** |  |
| **Version 3.3** |  |
Customer Identification Number: ______________________ (For Office Use Only)

Documents Required and Submitted by the Applicant (POR: Proof of rights documents)

Documents required only once for an Organization / Enterprise for all classes of certificates: IIb, IIIb, IIIc

Certified true copy (from Company Secretary / Director / Partner / Proprietor of the organization):

- Valid business license document
- Authorization Letter in favor of the certificate applicant from the applicant organization (as per the format attached herewith, on the Company’s Letterhead Only)

Documents to be Attested by Indian Embassy/High Commission / Consulate / Apostille in the country where applicant is located:

- Latest photograph of the applicant on the form
- Passport Copy
- Bank account statement in country of residence

PHYSICAL PRESENCE IS REQUIRED FOR CLASS IIb CERTIFICATE APPLICANT

For further details contact (+91 33 2637 4024 / +91 33 2640 4086)
Or, can be deposited directly in any of the HDFC Bank’s Branch,
H R Infracon Limited, A/C No.: 02082320001689
G T Road Branch, Howrah, IFSC - HDFC0000208
Bank Swift Code No.: HDFCINBB

Visit Us: www.hrinfracon.com E-Mail: hrinfracon@gmail.com Phone No.: (+91 33 - 2640 4086 / 2637 4061)

Note:
1. Applicants for Class IIb & Class IIIc certificates shall present themselves at the LTA location where the registration form for Digital Certificate was sent, for verification of physical presence.
2. Please refer to the CPE for more information.

Signature Verification (Authorization) Letter
(This Authorization Letter is required on the Organization’s letterhead)

To,
(n) Code Solutions,
A Division of Gujarat Narmada Valley Fertilizers Company Limited.

This is to certify that Mr. / Ms. __________________________(Certificate applicant) has provided correct information in the Application form for Issue of Digital Certificate to the best of my knowledge and belief and is working with __________________________(organization name). He / She is hereby authorized to obtain a Class IIb, IIIb & IIIc Digital Certificate issued by (n)Code Solutions CA.

Details of Authorized Signatory:
Name: __________________________
Designation: __________________________
Organization Name: __________________________
Signature of Authorized Person: __________________________
(with stamp of Organization / Office)
Date: __________________________
Place: __________________________
APPLICATION FOR DIGITAL SIGNATURE CERTIFICATE

( FOR FOREIGN INDIVIDUAL )

Application ID Number (For office use only): _______________ (For Signature Application only)

Instructions:
1. Please fill the form in BLOCK LETTERS and (*) MARKED Fields are Mandatory.
2. Inconsistent/Incomplete applications are liable to be rejected.
3. Attestation of documents by any Gazetted Officer OR Bank Manager OR Post Master OR present originals to our Registration Authority for verification.
4. For Foreign Individuals without a valid Indian Visa the document attestation has to be done by the Indian Embassy.
5. All subscribers are advised to read Certification Practice Statement and Subscriber agreement of eMudhra available at www.e-mudhra.com
6. At Par Cheque / Demand Draft to be drawn in favour of eMudhra Consumer Services Ltd.
7. For Class III Digital Signatures it is mandatory for the applicant to be physically present before official / agents of eMudhra to complete in person verification.
8. All corrections in the application shall be attested by the applicant.

<table>
<thead>
<tr>
<th>1A. Certificate Class:*</th>
<th>1B. Certificate Type:*</th>
<th>2. Certificate Validity:*</th>
<th>3. USB Token:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 2 Gold</td>
<td>Signature</td>
<td>1 Year</td>
<td>Required</td>
</tr>
<tr>
<td>Class 3 Platinum</td>
<td>Encryption</td>
<td>2 Year</td>
<td>Not Required</td>
</tr>
</tbody>
</table>

4. Certificate Category:*

| Individual | Organisation |

APPLICANT DETAILS* (As per applicant’s valid ID Proof at Sl.No.11 below)

5. Name:* Mr./Ms./Dr. _______________ 7. Gender:* Male Female

6. Date of Birth:* D M M Y Y Y Y 8. Nationality

9. Father/Spouse's Name: _______________ 11. Email ID

10. Residential Status:* ✓ Non-Resident

12. PAN Number of Applicant (Mandatory if the signature is required for filing Income Tax Returns in India)

13. (+H) Address for communication:

   Residence: ____________________________________________

   Office: ______________________________________________

   (Door No., Name of the premises, Road, Area, City, State and Pin code need(s) to be filled)

   Pincode: _______________ City: _______________ State: _______________

   Telephone No. (e.g. +91-80-23333333) _______________ Mobile No. (e.g. +91-9999999999)

   Fax No. (e.g. +91-80-23333333)

CONTACT DETAILS for APPLICANT’S ORGANISATION ADDRESS IF APPLYING ON BEHALF OF ORGANISATION

14. Organisation Details:*

   Organisation Name: ______________________________________

   Department: _____________________________________________

   Registration Number: __________________________________

   Date of Incorporation / Proprietorship: _________________

   Commencement / Partnership Agreement: _________________

   Address: ___________________________________________

   Pincode: _______________ City: _______________ State: _______________

   Telephone No. (e.g. +91-80-23333333) _______________ Mobile No. (e.g. +91-9999999999)

   Fax No. (e.g. +91-80-23333333)

   Corporate Website (URL): _______________________________

   PAN No. of Organization* (Attach photo copy)
### Identification Details*

15a. Passport Details:*
- Passport number
- Passport issuing authority
- Passport expiry date

15b. Visa Details: (Mandatory and Applicable if the applicant is in India)*
- Visa issued by
- Visa valid from
- Visa expiry date

15c. Valid Identity Details:*  
(Please tick any one and fill the ID number and attach attested copy of ID proof)
- Passport
- Driving License
- PAN Card

### Payment Details*

16. Mode of Payment:  
- Online/Net Banking
- At PoR Cheque/DD
- NEFT

Online Payment Details
- Transaction/Reference No.
- Bank Name
- Account Type
- Amount Rs.
- Date

Cheque/DD Payment Details
- Bank & Branch Name
- Account Type
- Amount Rs.
- Date

### Declaration*

I hereby agree that I have read and understood the provisions of eMudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in eMudhra repository.

- Date:*  
- Name of the Applicant:
- Signature:
- Place:

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.

- RA Name:
- Signature:
- Place:
- Date:

### Checklist of Documents to be Submitted Along with the Application for Individual Certificate*

- a. Attested copy of any one as per the list in serial no. 15c
  - Passport
  - Driving License
  - PAN Card

- NB: Passport with a valid copy of the visa is a must if the applicant is in India

- b. Attested Copy of PAN Card (Mandatory if PAN number has been provided)

- c. Attested Copy of any one for address proof
  - Passport
  - Driving License
  - Electricity Bill
  - Telephone Bill
<table>
<thead>
<tr>
<th>Checklist of Documents to be Submitted along with Application for Organisation Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Attested Copy of anyone as per the list in S.No. 15c</td>
</tr>
<tr>
<td>b. Attested copy of any one</td>
</tr>
<tr>
<td>- Certificate of Incorporation</td>
</tr>
<tr>
<td>- Memorandum of Association Regd.</td>
</tr>
<tr>
<td>- Partnership Deed</td>
</tr>
<tr>
<td>- Valid Business License</td>
</tr>
<tr>
<td>c. Attested Copy of any one</td>
</tr>
<tr>
<td>- Annual report</td>
</tr>
<tr>
<td>- Latest Income Tax Return</td>
</tr>
<tr>
<td>- Latest organisation Details from the Bank</td>
</tr>
<tr>
<td>- Statement of Income issued by Chartered Accountant</td>
</tr>
<tr>
<td>d. Attested Copy of the Organisation PAN Card or equivalent for the corresponding country</td>
</tr>
<tr>
<td>e. Authorisation letter in favour of the certificate applicant from the Organisation as per format below</td>
</tr>
<tr>
<td>f. List of Partners / members / Directors with their complete name and address details</td>
</tr>
</tbody>
</table>

**AUTHORISATION LETTER FORMAT** (This Authorisation Letter is required on the Organisation’s Letterhead)

To,

eMudhra Consumer Services Limited
3rd Floor, Sai Arvade, 56 Outer Ring Road
Devarabeesanahalli, Opp Intel
Bangalore 560103
Phone: +91 80 4336 0000

Dear Sir,

Sub: Authorisation letter for obtaining Digital Signature Certificate.

This is certify that Mr./Mrs./Ms. ________________________ (Certificate applicant) has provided correct information in the ‘Application form for issue of Digital Signature Certificate’ to the best of my knowledge and belief with application form dated DD-MM-YYYY. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by eMudhra.

Class of Digital Signature Certificate issued by e-Mudhra.

- [ ] Class 2 Gold Organisation
- [ ] Class 3 Platinum Organisation

Signature:

Name:

Designation:

**CONTACT DETAILS**

eMudhra Consumer Services Limited, D.No.2 / 30 A, 1st Floor, Natasa Pandaram Colony, Cherry Road, Landmark, Opp to Post Office, Salem - 636 007. Tamil Nadu
Phone: +91 80 4336 0000 Fax: +91 80 4227 5306 Email: info@e-Mudhra.com Website: www.e-Mudhra.com