

**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY  
REQUEST FORM FOR CLASS-2/CLASS-3 CERTIFICATE**

**USER TYPE – INDIVIDUAL**

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

**Instructions:**

1. Please fill the form in BLOCK LETTERS
2. Items marked with \* are mandatory.
3. For the items marked with # (Details for at least one are mandatory)

**DETAILS TO BE FILLED IN BY THE APPLICANT: \***

**FULL NAME \***

Last Name/Surname

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First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

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**GENDER \*(Tick as applicable)**

Male

Female

**Residential Address \***

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Pin Code

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Mobile Phone No.

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Telephone No.

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Area Code

Telephone No.

**Office Address \***


Pin Code

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**Details of at least one are mandatory #**

**PASSPORT NO. #**

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**VOTER'S IDENTITY  
CARD NO. #**

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**INCOME TAX PAN NO. #**

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**E-MAIL ADDRESS \* (Mandatory - a valid and active email ID that is accessed frequently)**

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**The information provided above in the Request Form for procuring a DSC from TCS-CA is true and correct to the best of my knowledge.**

Date

Signature of the Applicant

**CHECKLIST FOR INDIVIDUAL TYPE OF CERTIFICATE**

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

**NOTE :**

- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.
- NOTARIZATION TO BE DONE BY PUBLIC NOTARY.

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1	<b><u>Applicant Verification Documents</u> (any one attested copy required)</b> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Voter's ID</li> <li>• Bank Account Details</li> <li>• Driver's license</li> <li>• Ration Card</li> <li>• Any Other</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Online Certificate Enrollment Form with Request Number + Letter of Authority <i>(Available for printing on completion of Online Enrollment)</i> <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Instructions**

1. All subscribers are advised to read Certificate Practice Statement of CA.
2. The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart Card etc.) by login as same computer user account from where the request was initiated.
3. After placing an online request for a certificate, the following activities **shall not** be carried out until the certificate is successfully downloaded:
  - Formatting of the computer
  - Deletion of computer user account used to logon when the request was initiated
  - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
4. The certificate must not be shared with others or used by them on your behalf.
5. If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
6. Application form must be submitted in person.
7. Incomplete/Inconsistent application is liable to be rejected.

**Declaration**

**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.**

Date:

Place:

Signature of the Applicant

**TO BE FILLED BY RA OFFICE**

The above details have been verified and found to be correct.

Signature of RA Office

Name:

Date:

***This certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the RA Office at the following address:***

**Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'**

**Vyapar Suvidha Pvt. Ltd.**

**Address:**

12/2, Old Post Office Street,  
3rd Floor (Near Kolkata High Court),  
Kolkata-700001.

**Mr. Vishal Agrawal**

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