

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 | <u>Applicant Verification Documents</u> (any one attested copy required) <ul style="list-style-type: none"> • Passport • Voter's ID • Bank Account Details • Driver's license • Ration Card • Any Other | <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 | This Request Form duly completed with attachments as above | <input type="checkbox"/> | <input type="checkbox"/> |
| *3 | Online Certificate Enrollment Form is generated after online enrollment on http://mca-tcs-ra.adwebtech.com | <input type="checkbox"/> | <input type="checkbox"/> |

- If you are not doing an online enrollment, please ensure you have provided your fax number (Fax: _____), where Adweb Techno-Trade Pvt. Ltd. can fax the form to you after completion of the process on your behalf. Please sign the form and return it by fax to us on **022 - 28790313**.

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'

**Mr. Aziz Kariyana,
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