

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

**INSTRUCTIONS**

**USER TYPE – GOVERNMENT / BANKING SECTOR**

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

Validity of DSC\*

<input type="checkbox"/> Empower India DSC	<input type="checkbox"/> 1 year
<input type="checkbox"/> 2 Years	

Gender\*

☐ Male ☐ Female

Surname^	<input type="text"/>	Given Name*^	<input type="text"/>
Father/Husband's Name	<input type="text"/>	Initials^	<input type="text"/>
E-Mail Address*^	<input type="text"/>		
Alternative E-Mail Address	<input type="text"/>		

**Organisation details**

Name*^	<input type="text"/>		
House Identifier*^	<input type="text"/>		
Street Address*^	<input type="text"/>		
City*^	<input type="text"/>	Pin Code*^	<input type="text"/>
Country*^	<input type="text"/>	State*^	<input type="text"/>
Telephone*	<input type="text"/>	Mobile	<input type="text"/>
FAX	<input type="text"/>		
Administrative ministry / Department*	<input type="text"/>		
Government of India / State Government*	<input type="text"/>		

**DOCUMENT CHECKLIST FOR GOVERNMENT TYPE OF CERTIFICATE**

**Subscriber proof of identity and residence(ATTESTED copy required)**

☐ Identity and Residence

<input type="checkbox"/> Passport	<input type="text"/>	<input type="checkbox"/> Driving License	<input type="text"/>
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☐ Identity

<input type="checkbox"/> PAN Card	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driving License	<input type="text"/>	<input type="checkbox"/> Bank A/C Passbook with Photo	<input type="text"/>
<input type="checkbox"/> Photo Identity Card	<input type="text"/>		

☐ Residence

<input type="checkbox"/> Latest Telephone Bill	<input type="text"/>	<input type="checkbox"/> Latest Electricity Bill	<input type="text"/>
<input type="checkbox"/> Latest Bank Statement	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driving License	<input type="text"/>		

☐ Letter of Authority\*  Letter of Authority

## **Annexure A - Letter of Authority**

I, \_\_\_\_\_ in the capacity of the \_\_\_\_\_ of \_\_\_\_\_, authorize \_\_\_\_\_, whose signature is attested below to carry out all the necessary formalities on behalf of \_\_\_\_\_ for the application of a Class-3/Class-2 Digital Signature Certificate with the validity period of \_\_\_\_\_ year(s).(required validity period needs to be mentioned)

\_\_\_\_\_  
Signature and Designation  
of Authorizing Person

\_\_\_\_\_  
Signature and Designation  
of the Applicant

<b>Applicant Declaration</b>	<b>RA Declaration</b>
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.	I hereby confirm that I have received and verified the documents submitted by the subscriber.
Date: _____	Date: _____
Place: _____ Signature of the Applicant	Place: _____ Signature of the RA Officer

**RA OFFICE NAME :** \_\_\_\_\_ / **USER ID :** \_\_\_\_\_ / **REQUEST NUMBER :** \_\_\_\_\_

The certificate Request Form, Online Enrollment Form, Demand Draft and the supporting documents as per the document checklist have to be forwarded to the following address:

Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'

**RA Office**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **TCS-CA Certificate**

### **Letter of Authority**

I, \_\_\_\_\_, in the capacity of the  
\_\_\_\_\_ of \_\_\_\_\_  
authorize \_\_\_\_\_ whose signature is attested below to carry out all the  
necessary formalities on behalf of \_\_\_\_\_ for the  
application of a **CLASS2** Digital Signature Certificate with the validity period of one year.

\_\_\_\_\_  
Signature and Designation  
of Authorizing Person With Stamp

\_\_\_\_\_  
Signature and Designation  
of the Subscriber With Stamp

\_\_\_\_\_  
Signature and Designation  
of the Authorizing Person With Stamp

**Instruction for filling the form: (Form Containing 3 Pages)**

**Page No.1**

1. Affix photographs & Sign across the photographs.
2. Fill up the details.
3. Tick on the appropriate check box ☐ & radio button ☐

**Page No. 2**

1. Sign & seal on (Signature & Designation of the Applicant)
2. Sign & seal on (Signature of the Applicant)

**Page No. 3**

1. Sign & seal on (Signature & Designation of the Subscriber with Stamp)

**Enclosure:**

(Please attach following two documents with the form & both should be self attested)

1. Photo Copy of the Pan Card (Compulsory)
2. Photo copy Driving License/Bank Passbook/Passport (any one is Compulsory)

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