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 (<u>https://cca.gov.in</u>). 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:

♦ <u>GNFC</u>

✤ <u>eMudhra</u>

692	Pro	(n)Code
Customer Identification Nu	mber: (For Office Use 0	a Martin a Martin - A Martin
instructions: 1. This form is divided into 2 i	arts: Form A and Form B.	-
	ertificate applicant and needs to be filled up each time. and details and needs to be filled up only once for an Enterpris	Affix recent Passport Size
4. Please fill the form in BLOC		Photograph of the applicant
 As per New Inter-portabilit will carry the validity of 0 	Guidelines ver. 2.1, all the DSCs issued from 4th April 2011 to	Slat Dec 2011
7. Separate DSC for Signing TYPE OF DIGITAL CERTIFICA		
1.Class lib: 2.Class li	b: 3.Class Illo: Validity: 1Year. 2Ye	ars. (Sign across photo)
	(As required in the DIGITAL CERTIFICATE) appears in the identity Proof matches with the name mentioned by	elow)
Sumame	First Name	Initials
Office Address:		
Town / City / District:		
State / Union Territory:		
Pin Code:	Department	
Contact No.:	STD Code: Ph:	Fax:
Mobile Phone No.:		
Date of Birth:	DD MMM YYYY	
E-Mail Address:		
Identity Details: No.		
(Please Tick & Fill Any One)	Passport	
Organizational Details to b	Filled up only Once for an Organization (Please disreg	ard if already submitted)
Company Name:		
Corporate / Register		
Company Address:		
Town / City / District		
State / Union Territory		
Pin Code		
Contact No.	STD Code: Ph:	Fac
Corporate Website (URL)		
Income Tax Pan No.:		
Bank Details		
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	I and understood (n)Code Solutions CA CPS and the subscr rmations provided in Form A & Form B are correct to my kn	
Place:	macons provided in Form A & Form B are correct to my M	Signature Of Apolicant
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H & Infracon Limited, A/C No.: 02082320001689 3 T Road Branch, Howrah, IFSC - HDFC0000208 Bank Swift Code No.: HDFCINBB Visit Us : www.hrinfracon.com E-Mail : hrinfracon@omail.com Phone No.: (+91 33 - 2640 4086 / 2637 4061) Note : *Applicants for Clase IIIb & Class IIIo certificate shall present themselves at the LRA location where the registration form for Digital Certificate vasient, for verification of physical presence. *Please refer to the CPS 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 ballef and is working with Corporalization 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		•	
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Visit Us : www.hrinfracon.com E-Mail : hrinfracon@omail.com Phone No.: (+91 33 - 2640 4086 / 2637 4061) Note : "Applicants for Class IIIs & Class IIIs certificate shall present themselves at the LRA location where the registration form for Digital Certificate was sent, for verification of physical presence." "Please refer to the CPS for more information. Signature Verification (Authorization) Letter (This Authorization Letter is required on the Organization's letterhead) To, (n) Code Solutions, A A Division of Gujarat Narmada Valley Fertilizers Company Limited. (Certificate applicant) has provided correct information in the Application name). He / She is hereby authorized to obtain a Class IIIb, IIIb & IIIc Digital Certificate issued by (n)Code Solutions CA. Details of Authorized Signatory: Name Name : Signature of Authorized Person : Organization Name : Signatory: : Name : Displantion : Organization Name : Signature of Authorized Person : Signature of Authorized Person : Note of Organization /Office) :	G T Road Branch, Howrah, IF8	SC - HDFC0000208	
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Note : ¹⁷ Applicants for Class IIIs & Class IIIs certificate shall present themselves at the LRA location where the registration form for Digital Certificate was sent, for verification of physical presents. ¹⁷ Please refer to the CPS for more information. Signature Verification (Authorization) Letter (This Authorization Letter Is required on the Organization's letterhead) To, (n) Code Solutions, A DMIsion 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 bellef 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 Signature of Authorized Person Mth stamp of Organization / Office) Date	Welt Lie : www.beiefene	en com E Mail : briefraces@omail.com Bhons No.	- (+01.33 - 3640 A006 / 3637 A064)
Vasion, for verification of physical presence. Please refer to the CPS 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 bellef 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 :	Note :		
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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 Name Signature of Authorized Person With stamp of Organization / Office) Date		ils Authorization Letter is required on the Organization	n's letterhead)
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CA. Details of Authorized Signatory: Name Signation Signature of Authorized Person (with stamp of Organization / Office) Date	Application form for issue of Digit (organization name). He / She is i	tai Certificate to the best of my knowledge and belief a hereby authorized to obtain a Class IIb, IIIb & IIIc Dir	and is working with gital Certificate issued by (n)Code Solutions
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Designation Companization Name Signature of Authorized Person Signature of Organization / Office) Date	Details of Authorized Signatory:		
Organization Name : Signature of Authorized Person : with stamp of Organization / Office) Date :	Name	:	
With stamp of Organization / Office)	Organization Name	:	
Date :	Signature of Authorized Person (with stamp of Occapitation / 00%)	:	
21209	Date		
	Place	<u> </u>	

APPLICATION FOR DIGITAL SIGNATURE CERTIFICATE

(FOR FOREIGN INDIVIDUAL)

Affix recent

Photograph of

applicant duly

signed across

Application	ID	Number	(For	office	use	only	y
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).					(For Signature Application only)
					(For Encryption Application only

or Encryption Application only)

Instructions:

	1. Please fill the	form in BLOCK L	ETTERS and (*) MARKED Fields an	e Mandator
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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 off eMudhra to complete in person verification 8. All Corrections in the application shall be attested by the applicant

1A. CERTIFICATE CLASS:*	1B. CERTIFICATE TYPE:*	2. CERTIFICATE VALIDITY:*	3. USB TOKEN:*												
Class 2 Gold	Signature	1 Year	Required												
Class 3 Platinum	Encryption	Not Required													
4. Certificate Category:*	Individual Or	ganisation													
	APPLICANT DETAILS* (As per applic	ant's valid ID Proof at SI.No.11 below)													
5. Name:* Mr./Ms./Dr.	S T N A M E	MIDDLENAME	L A S T N A M E												
6. Date of Birth:*	M Y Y Y Y 7. Gender:* Ma	ale Female 8. Nationality													
9. Father/Spouse's Name FIR	S T N A M E	MIDDLENAME	L A S T N A M E												
10. Residential Status* Non-R	Resident 11. email id														
12. PAN Number of Applicant (Mandatory	/ if the signature is required for filing Inc	come Tax Returns in India)													
	CONTACT DETAILS* of IN	DIVIDUAL APPLICANT													
13. (++) Address for communication :	Residence Office	(As per proof Submitted)													
(Door No., Name of the premises, Road, Area, C	City, State and Pin code needs to be filled)														
Pincode	City	State													
Telephone No. (e.g. +91-80-23333333)		Mobile No. (e.g. + 91-9999999999													
CONTACT DETAILS	S* for APPLICANT'S ORGANISATION AL	DRESS IF APPLYING ON BEHALF OF O	RGANISATION												
14. Organisation Details: *	Corporate Office Head Offi	ce Registered Office	Branch Office												
Organisation Name															
Department															
Registration Number															
Date of Incorporation / Proprietorship															
Commencement / Partnership Agreement															
Address :															
Pincode	City	State													
Telephone No. (e.g. +91-80-2333	33333)	Mobile No. (e.g. + 91-99999999999	3)												
Fax No. (e.g. +91-80-23333333)															
Corporate Website (URL															
PAN No. of Organisation* Attach photo copy)															



Organisation's: *																																							
Bank Name																																							
Branch Name & Place			Γ	Γ	T		T		T							T		T						Γ	1		T	T	Τ				1	T.	1		T		
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a. Attested copy of any one a	-					al n	10.1																																
Passport		-	Lice			L			NC																														
NB : Passport with a valid co	py of	the	e visa	a is	an	ius	t if t	he i	appl	ica	nt is	in	Indi	a																									
b. Attested Copy of PA	N CA	RD) (Ma	and	lator	'y if	PA	N n	umb	er	has	be	en	oro	vide	d)																							
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Checklist of Documents to be Submitted along with Application for Organisation Certificate
a. Attested Copy of anyone as per the list is S.No. 15c
b. Attested copy of any one
Certificate of Incorporation Memorandum of Association Regd. Partnership Deed Valid Business License
c. Attested Copy of any one
Annual report Latest Income Tax Return Latest organisation Details from the Bank Statement of Income issued by Chartered Accountant
d. Attested Copy of the Organisation PAN Card or equivalent for the corresponding country
e. Authorisation letter in favour of the certificate applicant from the Organisation as per format below
f. List of Partners / members / Directors with their complete name and address details
AUTHORISATION LETTER FORMAT* (This Authorisation Letter is required on the Organisation's Letterhead)
To, Date:
eMudhra Consumer Services Limited
3rd Floor, Sai Arcade, 56 Outer Ring Road Deverabeesanahalli, 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./Miss (Certificate applicant) has provided correct information in the 'Application form for issue of
Digital Signature Certificate" to the best of my knowledge and belief vide 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, Natesa 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