

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](#)



Customer Identification Number: _____ (For Office Use Only)

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 Class 3 Organization and will bear Object Identification as 2.16.356.100.2.3.
- 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

FORM A

Affix recent
Passport Size
Photograph of the
applicant

(Sign across photo)

TYPE OF DIGITAL CERTIFICATE:

1. Class IIb: 2. Class IIIb: 3. Class IIIc: Validity: 1Year. 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:** _____ **Fax:** _____

Mobile Phone No.: _____

Date of Birth: **DD** _____ **MMM** _____ **YYYY** _____

E-Mail Address: _____

Identity Details: No. _____ **Passport**

FORM B

Organizational Details to be Filled up only Once for an Organization (Please disregard if already submitted)

Company Name: _____

Corporate / Register Company Address: _____

Town / City / District: _____

State / Union Territory: _____

Pin Code: _____

Contact No.: **STD Code:** _____ **Ph:** _____ **Fax:** _____

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 the same. I acknowledge that informations provided in Form A & Form B are correct to my knowledge.

Place: _____
Date: _____

Signature Of Applicant

[Name: _____]



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 IIib 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@onsall.com Phone No.: (+91 33 - 2640 4086 / 2637 4061)

Note :

¹ Applicants for Class IIib & Class IIic certificate shall present themselves at the LRA location where the registration form for Digital Certificate was sent, for verification of physical presence.

² 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 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 : _____

Organisation's: *

Bank Name	
Branch Name & Place	
Account Type	<input type="checkbox"/> Savings <input type="checkbox"/> Current
Account Number	

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)

<input type="checkbox"/> Passport	<input type="checkbox"/> Driving License	<input type="checkbox"/> PAN Card

PAYMENT DETAILS*

16. Mode of Payment *	<input type="checkbox"/> Online / Net Banking	<input type="checkbox"/> At Par Cheque/DD	<input type="checkbox"/> NEFT
Online Payment Details	Cheque/DD Payment Details		
Transaction/Reference No.		Cheque /DD No.	
Bank Name		Bank & Branch Name	
Account Type		Account Type	
Amount Rs.		Amount Rs.	
Date		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:
Place:*	Signature:
	Seal and Stamp (as applicable):

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 :

RA Seal & Stamp

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
<input type="checkbox"/> Passport <input type="checkbox"/> Driving License <input type="checkbox"/> PAN Card
NB : Passport with a valid copy of the visa is a must if the applicant is in India
b. <input type="checkbox"/> Attested Copy of PAN CARD (Mandatory if PAN number has been provided)
c. Attested Copy of any one for address proof
<input type="checkbox"/> Passport <input type="checkbox"/> Driving License <input type="checkbox"/> Electricity Bill <input type="checkbox"/> Telephone Bill

Checklist of Documents to be Submitted along with Application for Organisation Certificate

- | |
|--|
| a. <input type="checkbox"/> Attested Copy of anyone as per the list is S.No. 15c |
| b. Attested copy of any one
<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Memorandum of Association Regd. <input type="checkbox"/> Partnership Deed <input type="checkbox"/> Valid Business License |
| c. Attested Copy of any one
<input type="checkbox"/> Annual report <input type="checkbox"/> Latest Income Tax Return <input type="checkbox"/> Latest organisation Details from the Bank <input type="checkbox"/> Statement of Income issued by Chartered Accountant |
| d. <input type="checkbox"/> Attested Copy of the Organisation PAN Card or equivalent for the corresponding country |
| e. <input type="checkbox"/> Authorisation letter in favour of the certificate applicant from the Organisation as per format below |
| f. <input type="checkbox"/> 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