

READY RECKONER FOR RCAI VALIDATION

This document guides you in fulfilling the documentation requirements for validation to procure for both RCAI Class 2/Class 3 Individual and Organisational digital certificate.

- **Photo ID** : Government issued Photo ID of the Subscriber which has subscriber signature
- **Address Proof**: Subscriber address for Individual certificate and Organisational address is required for digital certificate with organisation.
- **Proof of Right to do business** : Business registration document is required for Organisational certificate

Acceptable **Photo ID** and **Address proof** are given below:

Photo ID	Address Proof
• Pan Card	• Passport
• Passport	• Driving License
• Driving License	• Voters ID
• Bank Passbook attested by the Banker	• Mobile / Telephone bill /Gas connection
	• Property Tax
	• Aadhaar Card
	• Service Tax
	• VAT / Sales Tax
	• Electricity/water bill
	• Bank Statement attested by a Banker

Note:

- * **Photo ID**: Any other photo id issued by the Central/State Government of India which has the subscriber complete signature is acceptable
- ***Validity of the Address Proof**: Recent proof, but not earlier than 3 months in case of electricity/mobile/telephone bill or Gas connection.
- * **Attestation**: Both Photo ID and Address proof self should be **self attested** by the subscriber and also get counter attested by a **Gazetted Officer, Banker** or **Sify RA**.
- * **Class 3 DSC**: Subscriber has to appear before the Sify RA

Proof of Right to do Business (POR) documents accepted for Organisational Certificate:

The Subscriber needs to submit any one of the documents in the relevant category

A. In case of a Limited Company under the Companies Act

- Certificate of Incorporation. **OR**
- Memorandum and Articles of Association.

B. In the case of Partnership Firms

- Partnership Deed

C. In the case of Proprietorship Concern

- Sales Tax /VAT Registration document issued to the Sole Proprietorship concern by the local, state or central government sales tax authority. **OR**
- Copy of the Income Tax returns filed in the last two years accompanied by the PAN card issued to the Sole Proprietorship concern. **OR**
- Licence to start a Factory **OR**
- Signature Verification Letter of the Proprietor from the Banker

D. In the case of Societies

- Certificate of Registration **OR**
- Memorandum of Association, Rules, Regulations Byelaws.

Note:

Business registration document should be attested by a Company Secretary with Seal, Director, Partner, proprietor or the Employee who attest the Section 4 of the subscription form.

For Organisation certificate, Section 4 attestation is not required if the subscriber is a Director, Partner or a Proprietor.

Signature Verification Letter

TO SAFESCRYPT LIMITED

This is to Certify that
..... (Name of the Organisation)
with its Office at
..... (Address of
the Organisation) is maintaining a bank account (A/c No.)
with our Bank (Bank Name) and operating that
account in the normal course of its business/activities. Mr/Ms.....
..... is the authorized signatory for the operation of the
account. His/Her signature as appearing below is duly attested (as per the records
available with the bank).

(Signature of the Authorised Signatory)

(Signature of the Branch Manager)

Name: _____

Name: _____

Designation: _____

Designation: _____

Phone No: _____

Date: _____

(Bank Seal)

Instructions to the Subscriber/ RA

The below checklist for the Subscription form is to ensure that all the mandatory information are provided. This will help for a speedy issuance of digital certificate

1. Subscriber has placed the signature half crossed over the Photo and the subscription form
2. All mandatory fields are filled
3. Given a valid Photo ID
4. Recent Address proof (Within 3 months as applicable)
5. Photo ID proof number and Address match with the supporting document
6. Photo ID proof and Address proof are attested
7. Signature in the Application form matches with the Govt Issued Photo ID proof.
8. Organisational address proof for organisation certificate and subscriber address for individual certificate
9. Section 4 attestation in the subscription form (as applicable)
10. Subscriber has to personally appear before the RA for Class 3 DSC certificate
11. Attestation by Sify RA for the Class 3 DSC over the subscription form

Renewal of a certificate:

The subscriber will be notified by e-mail that his certificate is about to expire, 1 month prior to the actual expiry of his certificate. The Certificate holder can perform renewal by presenting the current certificate details like providing the previous enrollment details or the CER file of the cert.

If the existing Certificate is not presented, then the request is considered as a fresh issuance and not a renewal.

Subscriber can submit an undertaking letter if there is no change in the documents submitted for the previous certificate. If there is any change it is needed to submit a corresponding proof with attestation.

Undertaking for Renewal for Individual Certificate:

TO SAFESCRYPT LTD

I hereby confirm and acknowledge that the Validity of the documents submitted in the month of _____, for the year _____ during the Enrollment process to acquire the RCAI Class 2/3 Individual Digital Certificate are valid and in full force as on date given below.

(Signature of the Subscriber)

Name: _____

PAN Number: _____

Phone No: _____

Date: _____

Undertaking for Renewal for Organisational Certificate:

<To be printed on the letterhead of the Organisation>

TO SAFESCRYPT LTD

I hereby confirm and acknowledge that the Validity of the documents submitted in the month of _____, for the year _____ during the Enrollment process to acquire the RCAI Class 2/3 Digital Certificate with Organisation are valid and in full force as on date given below.

(Signature of the Authorised Person)

Name: _____

Designation: _____

Phone No: _____

Date: _____

(Company Seal)