



# यू पी इलेक्ट्रॉनिक्स कारपोरेशन लिमिटेड

## U.P. Electronics Corporation Limited

(A U P GOVT. UNDERTAKING)

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E-प्रोक्योरमेंट/ई-टेण्डरिंग कार्य प्रणाली हेतु शासकीय अधिकारियों द्वारा डिजिटल सिग्नेचर ( Signing & Encrption) प्राप्त करने के लिए निम्नलिखित प्रपत्रों की आवश्यकता होगी।

- कृपया निम्न बिन्दुओं को ध्यानपूर्वक पढ़कर फार्म भरें। अन्यथा अपूर्ण फार्म स्वीकार नहीं किये जायेंगे। भारत सरकार की संस्था CCA(Controllor of Certifying Authorities) की वेब-साइट (<http://www.cca.gov.in>) से गाइड-लाइन डाउनलोड्स कर सकते हैं।
- 1. डिजिटल सिग्नेचर फॉर्म की छाया प्रति संलग्न है। (निगम की वेबसाइट [www.uplc.in](http://www.uplc.in) पर भी उपलब्ध है)।
- 2. डिजिटल सिग्नेचर फॉर्म पर विवरण, सत्यापन, हस्ताक्षर एवं मुहर (Description, Attestation, Signature & Seal) नीला पेन (Blue Ink only) से ही अंकित किया जाना अनिवार्य है, अन्यथा फॉर्म निरस्त कर दिया जायेगा।
- 3. डिजिटल सिग्नेचर फार्म पर Class-2, validity 2 year and Sign & Encrypt पर ही निशान लगायें।
- 4. डिजिटल सिग्नेचर फॉर्म पर यथा स्थान सम्बन्धित आवेदनकर्ता का एक फोटो चस्पा किया जायेगा एवं कास हस्ताक्षर, जो कि आधा फोटो एवं आधा फार्म पर हो, किया जाना आवश्यक है।
- 5. जिस नाम से आवेदन पत्र भरा जायेगा उसकी अपनी ई-मेल आईडी (Unique email ID) तथा मोबाइल नम्बर (Unique Mobile Number) फार्म में भरनी होगी जिस पर Verification के लिये Call/Message की जायेगी। Mobile Verification होने के बाद रजिस्टर्ड मोबाइल पर एक कोड का एसएमएस आयेगा।
- 6. All Supporting documents should be attested by Gazzeted Officer/Post Master/Bank Manager and the name, designation, office address, contact number of the attesting officer should be clearly visible.
  - Supporting Documents of Applicant will be attested by other Gazzeted Officer.

### Mandatory Attested (Not Self Attested) Documents For Digital Signature Certificate (In Blue Ink Only)

- a. Applicant ID Proof. (आवेदनकर्ता का व्यक्तिगत पहचान पत्र -Pan Card/Smart Card DL /Passport / Departmental ID Card having Serial No & signature /Bank Passbook having photo & signature attested by bank manager ).
- b. Applicant Departmental Identity Card (आवेदनकर्ता का विभागीय पहचान पत्र).
- c. Office Address Proof. (आवेदनकर्ता के कार्यालय के पते का प्रमाण पत्र).
- d. The Department ID Card of Authorising person (आवेदनकर्ता को अधिकृत करने वाले अधिकारी का विभागीय परिचय-पत्र).
- e. A letter of Verification from Authorising person (Sample of letter attached with DSC application form). (आवेदनकर्ता के डिजिटल सिग्नेचर फार्म को अधिकृत करने वाले अधिकारी द्वारा एक पत्र, जिसका प्रारूप संलग्न है).

7. आई0डी0 प्रूफ के लिये पैन कार्ड/स्मार्ट कार्ड डी0एल0/पासपोर्ट/**Government ID card having signature**/पोस्ट-आफिस आई0डी0 कार्ड राजपत्रित अधिकारी/पोस्ट मास्टर सत्यापित छाया प्रति/ बैंक पासबुक (बैंक मैनेजर द्वारा सत्यापित) संलग्न करना अनिवार्य है।  
(Please refer to instructions point No.6 in the form)
8. आवेदक (Applicant) का नाम आई0डी0 प्रूफ पर इंगित नाम के समान होना चाहिये तथा आवेदन प्रपत्र पर इंगित क्रम उपनाम-पहले स्थान पर, प्रथम नाम-दूसरे स्थान पर तथा मध्य नाम-तीसरे स्थान पर होना चाहिये। (Kindly write full name only)
9. पैन कार्ड/ स्मार्ट कार्ड डी0एल0 / पासपोर्ट/ **Government ID card having signature**/ स्मार्ट कार्ड डी0एल0/पोस्ट-आफिस आई0डी0 कार्ड/ बैंक पासबुक पर जो हस्ताक्षर होंगे वही हस्ताक्षर डिजिटल सिग्नेचर फॉर्म पर भी होना अनिवार्य है। विभागीय आवेदक की विभागीय पद नाम की मोहर हस्ताक्षर के नीचे लगाना अनिवार्य है।
10. आवेदनकर्ता के विभागीय पते के प्रमाण पत्र हेतु टेलीफोन बिल, पानी, बिजली का बिल (पिछले तीन माह का) में से किसी एक की सत्यापित छाया प्रति संलग्न करना अनिवार्य है तथा संलग्न किये गये पते के प्रमाण पत्र में अंकित पता ही डिजिटल सिग्नेचर फार्म में भरा जाना अनिवार्य है। (Please refer to instructions point No.6 in the form)
11. फार्म के दूसरे पृष्ठ पर डिजिटल सिग्नेचर फार्म को अधिकृत करने वाले की सूचना एवं हस्ताक्षर /सील (केवल नीली स्याही से) अंकित करना आवश्यक है।
12. डिजिटल सिग्नेचर प्राप्त करने हेतु प्रति डिजिटल सिग्नेचर (वैधता दो वर्ष)
  - रु **1708.00** (अनुमन्य सर्विस टैक्स सहित) शुल्क जो डिमाण्ड ड्राफ्ट/बैंकर्स चेक के माध्यम से यू0पी0 इलेक्ट्रानिक्स कारपोरेशन लिमिटेड के नाम लखनऊ पर देय होगा।
13. डिजिटल सिग्नेचर फॉर्म में Correction/Use of Fluid/Over writing नहीं किया जायेगा।

Customer Identification Number : \_\_\_\_\_ (for office use only)

PLEASE TICK ANY ONE

Class2

OR

Class3



Validity 2 Years

OR

Validity 1 Year

Only Signing

OR

Sign & Encrypt

INSTRUCTIONS

- Please fill the form in English only in legible format.
- For obtaining Class 3 "In Person verification and video recording of DSC applicant" is mandatory as per CCA - Guidelines.
- As a Pre-requisite once the form is processed, Please send SMS as below to any one of these no. 7226971020 / 9913597849 / 8000281227 / 7046466623.  
[Customer id :Space[**CID NO.**]Space[**Email:**] Space[\_\_\_\_\_]]
- All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be - clearly visible.
- Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
- OID would be as per our CPS. Please refer to our CPS at [www.ncodesolutions.com/cps.pdf](http://www.ncodesolutions.com/cps.pdf) for more information.
- Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

**Applicant Name**

APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

Surname  First Name  Middlename

**Unique Email ID**

**Unique Mobile No.**

Affix recent  
passport size  
photograph of the  
applicant

**GST Number**

**Identity Details of Applicant DOC No.**

- \*PAN Card or Aadhaar Number   
  Driving License   
  Passport   
  Govt. ID Card   
  Postoffice ID Card   
  Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

I hereby declare that neither PAN nor Aadhaar Number has been issued to me

\*For PAN based DSC, pls provide the PAN Card details and enclose the attested copy of same.

**Organization Name**

**Organizational Email ID**

**Govt. ID Card Detail**  
(Enclose attested copy)

**Department**

**Office Address**

As per supporting document submitted

**Area / Landmark**

Town/City/District

State

P I N C O D E

**PLEASE NOTE :**

"Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

**DECLARATION :**

- In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
- I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
- I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant  
with seal of Organization  
(Blue Ink Only)

**Verified by (n)Code Office**

Seal & Signature

**For RA use only**

All Documents, address and physical presence verified by

RA Name, Seal & Signature

Customer Identification Number : \_\_\_\_\_ (for office use only)



## Documents Required for Verification

### Attested copy of following for Government Application

- A. Applicant's identity card.
- B. The application for DSC should be forwarded/Certified by the authorized signatory (Competent authority of the Department/ Head of Office / NIC Coordinator).
- C. Copy of identity card of authorised signatory.

**Note :**

- A. For Class 3 certificate, HOD should certify the physical verification of subscriber. with a statement similar to that used for life certificate of pensioners
- B. The attestation of documents may be carried out by Head of the Office/Gazetted Officer.

### PAYMENT DETAILS

Date : \_\_\_\_\_ Bank Name : \_\_\_\_\_ DD / Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_

## Authorization Letter

To,  
(n)Code Solutions (A Division of GNFC Ltd.)

This to certify that

Mr. / Ms. \_\_\_\_\_ (certificate applicant)

Mobile \_\_\_\_\_ 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). I certify the physical verification of the applicant. He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

### DETAILS OF AUTHORISING PERSON

Name	<input type="text"/>		
Designation	<input type="text"/>	Identity	<input type="text"/>
Date	<input type="text"/>	Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place	<input type="text"/>		
		[Sign :	]

### (n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi  
011-26452279/80  
northsales@ncode.in

Bangalore  
080-25206622  
southsales@ncode.in

Mumbai  
022-22048908  
mumbaisales@ncode.in

Surat  
0261-2789944  
suratsales@ncode.in

(On letter head of the Government Department / PSU)

To,  
(n)Code Solutions, Division of GNFC Limited,

DATE:

Sub: Applicant Verification as per the CCA Guidelines for the purpose of Digital Signature Certificate issuance

Sir,

Herewith we are enclosing Application forms of \_\_\_\_\_, \_\_\_\_\_ (Names of the Applicants) for Class -2 / 3 - issuance of Digital certificates from (n)Code Solutions. We have gone through the CPS of (n)Code Solutions (available at [www.ncodesolutions.com](http://www.ncodesolutions.com)) and we agree to abide by the same.

As a pre-requisite of the Identity Verification Guidelines by Controller of Certifying Authorities, we hereby certify as below:

1. All the applicants (as per names mentioned above) are working in \_\_\_\_ (Name of Ministry / Govt organization).
2. All the applicants are physically verified by myself.
3. Their individual mobile numbers are active (to be put in DSC) and have been verified by myself.
4. I am enclosing my attested organizational Identity card.

Thanking you,

(Name and designation of the signatory)

Mobile / contact number

Organization Seal