

Customer Identification Number : _____ (for office use only)

Documents Required for Verification



Attested copy of any of the following for an Individual Application

1 Document as proof of identity (any one)

- PAN Card
- 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

2 Document as proof of address (any one)

- *Telephone / Electricity / Water Bill
- Voter ID Card
- *Gas Connecton
- Property Tax / Corpoation Tax Municipal Corporation Receipt
- Bank Statement attested by the Bank (Recent)
- Driving License (DL) / Registration Certificate (RC)
- Passport
- Aadhaar Card (eKYC Service)
- GST Number Registration Certificate

* Should not be older than 3 months.

COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)

- Gazette officer Bank Manager / Authorised executive of the Bank Post Master

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

NOTE :

In the case of authorised signatories' self DSC application, It should be counter signed by at least one authorised personal other than authorised signatory.

END OF FORM

GNFC Offices

Corporate Office Gandhinagar : 079 - 66743289/311 • dscsales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25206622
southsales@ncode.in

Mumbai
022-22048908
mumbaisales@ncode.in

Customer Identification Number : _____ (for office use only)

Basic FAQs for Digital Signature Certificate (DSC) as per India IT Act



1. What is Digital Signature Certificate (DSC)

Ans : Digital signatures are electronically generated and can be used to ensure the integrity and authenticity of some data and protect against non-repudiation. It is a form of an electronic credential on the Internet. After the enactment of Information Technology Act 2000 in India, Digital Signatures are legally valid in India. It is commonly abbreviated as DSC.

2. What are different classes of DSC?

Ans : There are four classes of DSCs, a Certifying Authority can issue. These are :

I. Class 1 : It is generally used for email exchanges. However this is the least popular in India.

II. Class 2: These certificates are issued for both business personnel and private individuals use. These certificates are majorly used for low risk transactions, eg: Income Tax eFiling & MCA-21.

III. Class 3 : This certificate will be issued to individuals as well as organizations. These certificates are majorly used for eTendering and IRCTC eTicketing.

IV. Special Purpose Certificate : Secure Socket Layer (SSL) and Document Signer Certificate are special purpose certificates used for Website (HTTPS) and bulk signing at the server respectively.

[There is separate DSC issued for Signing and Encryption in case of Class 2 & Class 3 Organizations DSC]

3. What is the validity of DSC available

Ans : A DSC can be issued upto three year validity while GNFC Ltd. issues upto 2 yr validity. The difference is in the commercials. 2 yr DSC is marginally higher than 1 yr DSC.

4. What is the difference between Only Sign and Sign + Encrypt Certificate?

Ans : Class 2 and Class 3 comes into two categories - Only Sign and Sign + Encrypt.

I. With Only Sign Certificate, one can Sign the data to ensure the Data integrity and non-repudiation. Such types of certificates are majorly used for Income Tax eFiling, MCA-21, DGFT, eTicketing, etc.

II. With Sign + Encrypt, apart from Signing, one can also Encrypt the data into a system algorithm to protect it from the unauthorized access of data. These are majorly used for eTendering.

5. Who decides what Class and Type of DSC I require?

Ans : It is decided by the Application owner (like Govt. website, eTendering portal, MCA-21 website, Income tax portal, etc) i.e Application, where you intend to use the DSC. For example, if you plan to use the DSC at MCA-21 Website, MCA-21 decides what class and type of certificate you have to be procured from a Certifying Authority like us in India.

6. What is OID?

Ans : OID stand for Object Identifier, OID is used to differentiate one class of certificates from another as per CCA IOG Guidelines and also indicate which CA has used the DSC and helps software applications to easily validate DSC.

7. What is CPS?

Ans : CPS stand for Certification Practice Statement. It is basically a detailed statement of the DSC issuance practices and operational procedures to issue a DSC to the subscriber. Every Certifying Authority will have different CPS. Our CPS is available at our website – <https://www.ncodesolutions.com/PDF/CPS.pdf>

8. What is Subscriber Agreement?

Ans : A Subscriber Agreement is an agreement between Subscriber and "Gujarat Narmada Valley Fertilizers & Chemicals Ltd." CA stating that, subscriber is solely responsible for the protection of the Private key in Crypto Token and ensuring functionality of his/her key pair. Subscriber also agrees that all the information provided to Gujarat Narmada Valley Fertilizers & Chemicals Ltd. is correct. "Gujarat Narmada Valley Fertilizers & Chemicals Ltd." CA will not be responsible for any legal disputes arising due to misrepresentation on the part of subscriber. The subscriber agreement is available at our website <https://www.ncodesolutions.com/repository/Subscriber-Agreement.pdf>.

Customer Identification Number : _____ (for office use only)

Basic FAQs for Digital Signature Certificate (DSC) as per India IT Act



9. What is Revocation and how can I Revoke my DSC?

Ans : A DSC can be revoked under circumstances like

- i) Users suspect compromise of certificate private key.
- ii) Change of personal data.
- iii) Change of relationship with the organization.

To revoke your DSC, download the revocation form available at our website <https://www.ncodesolutions.com/faq-005.asp#02>

- i) Raise the revocation request by sending mail to revoke@ncode.in from the registered email ID while buying DSC. GNFC can ask for more information in case of any doubt before DSC gets Revoked.
- ii) The subscriber can submit filled & signed revocation form along with id proof to nearest GNFC office (As mentioned above on the Page No. 2).

10. What is a USB Token?

Ans : The X.509 Certificate Policy for India PKI mandates that the private key of the DSC of the subscriber should be stored only in a Cryptographic token (which resembles a pen drive). There are four major makes of USB Token available - ePass, mToken, Alladin and Proxkey as of now. USB Token is must to obtain a DSC.

Pls refer to <http://www.cca.gov.in/cca/sites/default/files/files/Guidelines/CCA-CRYPTO.pdf> for CCA Crypto guidelines.

11. IT ACT and Amendment (for reference)

- i) IT ACT 2000 : <http://meity.gov.in/writereaddata/files/itbill2000.pdf>
- ii) IT (Amendment) Act 2008 : http://meity.gov.in/writereaddata/files/it_amendment_act2008%20%281%29_0.pdf
- iii) Other details can be accessed at web-site managed by CCA office. www.cca.gov.in

12. Grievance redressal or Feedback Sharing

Ans : At GNFC we truly believe in providing best in class services to our customers. We aim to understand both our strengths and shortcomings from our customer's point of view and work across to meet their needs. If you are not satisfied with the service received or you have a feedback to share w.r.t to the services availed, you can draw our attention either by calling us at our toll free no. 1800 - 419 - 4455 or by writing to us at customersupport@ncode.in. We will immediately take necessary action.

13. DSC Issuance Process - Activities

Sr. Activity	Who will Perform
1. Submission of the Application form along with required Supporting Docs and Payment for specific Class of DSC	Subscriber
2. Application form Verification	GNFC/Reseller
3. Registration in system as per the Application received	GNFC
4. eMail Verification	Subscriber
5. Tele Verification	Subscriber
6. Upload latest Video of the Subscriber	Subscriber
7. Document verification by verification officer	GNFC
8. Issuance of Auth/Reference Code on the registered Mobile of the Subscriber	GNFC
9. Download DSC using the Auth/Reference Code from (n)Code website (or link received by mail)	Subscriber
10. Issuance of Invoice and sending it to registered email ID of the Subscriber	GNFC

Please Note:

- 1. The above steps are integrated with one another. Hence any delay in one step will lead to overall delay in DSC Issuance.
- 2. The above steps are subject to Payment realization.
- 3. The DSC will be downloaded in the select USB Crypto Token only - ePass, mToken, Alladin, Proxkey.
- 4. Process is subject to change without Notice as per IT Act/Aadhaar Act/GNFC Ltd. process.

For latest updates you may visit us at <https://www.ncodesolutions.com/basic-faqs.asp>