

Greetings from Swastik Digisign Services!

We are pleased to inform that we have already implemented New Guidelines of Identity Validation with effect from 1<sup>st</sup> July, 2015 issued by [Controller of Certifying Authorities \(CCA\)](#). For the benefit of our patrons we have reproduced certain provisions of the new guidelines here. We request your full support for implementation of the same and make the DSC issuance procedure smooth.

- **New Application Forms:** All the application forms are revised. Use new revised application forms only. You will find the application forms at <http://www.swastikservices.com> After opening site click on download tab and then click on required DSC form to download it. Please note that all the DSC forms must be signed with **BLUE INK** only at the bottom as well as across the photograph.
- **Credentials must be unique:** Please note that email addresses that are included in DSC should be unique. That means one email ID can be used for issuance of only one DSC. Same ID should not be used for another DSC.
- **Documents required:** A list of documents required for personal DSC is mentioned below. Please note that this is not complete list and requirement will vary with DSC class. This is only indicative list. One should refer the application form for exact requirements.
  - **Document as proof of identity (Any one):**
    - Aadhaar (eKYC Service)
    - Passport
    - Driving License
    - PAN Card
    - Post Office ID card
    - Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.
    - Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.
    - Any Government issued photo ID card bearing the signatures of the individual.
  - **Documents as proof of address (Any one):**
    - Aadhaar (eKYC Service)
    - Telephone Bill
    - Electricity Bill
    - Water Bill
    - Gas connection
    - Bank Statements signed by the bank
    - Service Tax/VAT Tax/Sales Tax registration certificate.
    - Driving License(DL)/ Registration certificate(RC)
    - Voter ID Card
    - Passport
    - Property Tax/ Corporation/ Municipal Corporation Receipt
  - **Validity of the Address Proof:** In case of any utility bills like electricity, water, gas, and telephone bill, in the name of the applicant, the recent proof, but not earlier than 3 months from the date of application should be attached.

- **Documents Attestation:** Copy of supporting document should be attested by any one of the following.
  - Group 'A' /Group 'B' Gazetted officers ([refer Annexure 2 in CCA Guidelins](#))
  - Bank Manager/Authorised executive of the Bank
  - Post Master
  - **Important note:** The attesting officer must sign the documents for attestation with **BLUE INK** only. The Name, designation, office address and contact number of the attesting officer should be clearly visible. With this, CA should be able to trace and contact the attesting officer if required. Only the clear and complete attestation should be accepted by CAs. Attestation is applicable for paper documents only. The self attested copy of Id card of attesting officer should be enclosed.
- **Video Recording for Class III DSC:** A video recording of minimum 20 Seconds has to be captured of interactive session with the DSC applicant for all Class III DSC (eTendering, Exim, etc.). For details and current provisions please contact us.
- **Mobile number and verification:** It is mandatory to provide mobile number for Class I, Class II and Class III DSCs. A verification call will be made by nCode solution on the said mobile number asking some basic details like name, location, DSC class or from whom the DSC is being purchased. nCode will place the call immediately, however it may get delayed due to heavy registration load at times. In case the tele-confirmation is not successful, the process for obtaining the DSC will cease at that stage and will resume only after successful tele-verification. In case of 'out of coverage, switch off', nCode will place the call again. Maximum two attempts will be made. Hence the applicant should be adequately educated about this process.
- **E-KYC through Aadhaar Card:** As per the New Guidelines, now the DSC can be issued to the Applicants who have Aadhaar Card with valid mobile number and email address registered with UIDAI Database.
  - The application form for applying through e-KYC would be different. You may download it from our website.
  - The information which is not part of the information received from UIDAI like PAN, etc. will be verified by collecting the corresponding supporting documents thoroughly attested as mentioned above.
  - The bio-metric authentication will be treated as physical verification and hence there is no need for video recording in this case.
- **DSC For Foreign Nationals:** There is separate Application Form available for DSC for this category. Please go to our website <http://www.swastikservices.com> for downloading the form. The authentication procedure for issuing DSC to foreign nationals is elaborated in the New Guidelines. Please refer to those guidelines for better clarity.
- **Authentication Credentials through SMS (AuthCode and RefCode):** The authentication credentials to download the DSC would be sent through SMS ONLY on the Applicants Mobile Number. In case of DSC Type 'Sign plus Encryption' there would be **two** messages from nCode. One for Sign and another for encryption. These codes will be sent once four stage verification - Email Verification, Video Verification (in case of Class 3 only), Tele Verification and Document Verification are completed and successful. In case of discrepancy at any stage (Email Verification, Video Verification (in case of Class 3 only), Tele Verification and

Document verification) the application will be rejected and authentication credentials will not be sent.

- The SMS template will be as follows :
  - nCode Cust ID : \_\_\_\_\_
  - DSC Type : Sign or Encryption
  - AuthCode : \_\_\_\_\_
  - RefCode : \_\_\_\_\_

Please study these guidelines and act accordingly to get the Digital Signature Certificate in time and to avoid rejection of application at any stage. The guidelines may change at any time by CCA / CA. So, the guidelines prevailing at the time of receipt of application will be followed.

For CCA Guideline ver 1.1 dtd. 22/07/2015 click the link below.

<http://www.swastikservices.com/download/IDENTITYVERIFICATIONGUIDELINES2015v1.1.pdf>

For latest guidelines visit <http://www.cca.gov.in/cca/>

For any further clarifications, please call our office 0265-2283598, 2281952 or mobile 9427506004.

With regards.

Swastik Digisign Services TEAM.