

LILA DIGITAL & ENVIRONMENTAL SOLUTIONS PVT. LTD.  
1st Floor, Rani Pramila Arcade, 18th June Road,  
Panaji – Goa – 403 001  
Ph. No.: 0832 - 2426250 / 52, 6653250  
Mobile : 9370565877, 9420768632  
www.lilasolutions.com

1 Year DSC

2 Year DSC

**Digital Signature Certificate Application Check List**

(To be filled by applicant)

Name: \_\_\_\_\_ User ID: \_\_\_\_\_

City: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Company: \_\_\_\_\_

Ph / Cell No.: \_\_\_\_\_ Enrollment Request Number: \_\_\_\_\_

(For office use only)

DCFC Code No: \_\_\_\_\_

**To be checked by RA Office or Digital Certificate Facilitation Center**

- Correct type of application form is used.
- Recent **photograph is** affixed on the application form and **signed across**.
- Complete office **address** and residential address is given.
- Document checklist** in the form reflects the correct documents attached.
- Certificate Enrollment Form**, generated at the time of online enrolling process, is attached.
- Application **form is signed** correctly with proper dates. (Two signatures)
- Letter of Authority is complete with sign and seal of authorizing person in case of Government or Banking form.
- Inform the customer not to upgrade or reinstall internet browser or operating system before downloading digital signature.

DSC Kit Sr. No. \_\_\_\_\_

DCFC Authority: \_\_\_\_\_

LDAESPL RA Administrator: \_\_\_\_\_

Seal and Signature of DCFC Authority

Seal and Signature of LDAESPL RA Administrator

**Acknowledgment / Receipt**

Enrollment Request Number: \_\_\_\_\_

Received a completed application form from \_\_\_\_\_ for  
obtaining a Class 2 Digital Signature Certificate. The applicant will receive notification over e-mail once the  
digital signature certificate is created and ready for download.

Received Rs. \_\_\_\_\_ by Cash / DD / Chq No. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank.

Date:

Seal and Signature of RAA / DCFC Admin

Registering Authority: LILA DIGITAL & ENVIRONMENTAL SOLUTIONS PVT. LTD. DCFC Code \_\_\_\_\_

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### **Instructions**

1. All subscribers are advised to read Certificate Practice Statement of CA.
2. The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart Card etc.) by login as same computer user account from where the request was initiated.
3. After placing an online request for a certificate, the following activities **shall not** be carried out until the certificate is successfully downloaded:
  - Formatting of the computer
  - Deletion of computer user account used to logon when the request was initiated
  - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
4. The certificate must not be shared with others or used by them on your behalf.
5. If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
6. Application form must be submitted in person.
7. Incomplete/Inconsistent application is liable to be rejected.

### **Declaration**

**I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate.**

Date:

Place:

Signature of the Applicant

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**LETTER OF AUTHORITY**

This is to certify that Mr./Ms. \_\_\_\_\_ has provided correct information in the "Application form for issue of Digital Certificate for subscriber of Government" to the best of my knowledge and belief. I hereby authorize him/her, on behalf of my organization to apply for obtaining Digital Certificate from CA for the purpose specified above.

Date:

Place:

Name of Officer with Designation:

**(Signature of Officer with stamp of Org./Office)**

Office Email:

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**TO BE FILLED BY RA OFFICE**

The above details have been verified and found to be correct.

Signature of RA Office

Name:

Date:

**CHECKLIST FOR GOVERNMENT TYPE OF CERTIFICATE**

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

**NOTE:**

- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.
- NOTARIZATION TO BE DONE BY PUBLIC NOTARY.

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1	<p><b><u>Applicant Verification Document for Photo-Id proof (any one attested copy required)</u></b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Pan Card</li> <li>• Driver's license</li> <li>• Employer Photo-Id (Only Public Limited Companies, Banks and Government Organisation)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<p><b><u>Applicant Verification Document for Address proof (any one attested copy required)</u></b></p> <ul style="list-style-type: none"> <li>• Telephone bill</li> <li>• Electricity bill</li> <li>• Bank statement attested by the Bank</li> <li>• Pan allotment letter</li> <li>• Ration Card</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Certificate Request form <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>
4	Online Certificate Enrollment Form with Request Number + Letter of Authority <i>(Available for printing on completion of Online Enrollment)</i> <b>(Required)</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

**Note:**

**1.** In case of passport the same document can be used for both identity and address verification.

**2.** In the case where the address on the photo-id proof provided e.g. copy of Passport or Driving License does not match with the address in address proof provided, an affidavit should be submitted along with the supporting documents and the application form.

***The certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the RA Office at the following address:***

**Duly mark the envelope as 'APPLICATION FOR CLASS II DIGITAL CERTIFICATE'**

**Contact Details**

Venktesh R. Babladi  
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