

VALIDATION PLAN

FOR

DSC

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1. Overview

SafeScript RCAI Class Certificate Hierarchy chains up to the RCAI root and are intended for use wherever the predominant requirement is for legal validity within India. This hierarchy also offers interoperability with other Licensed CA's in India through the common trust anchor of the RCAI root.

The RCAI digital certificate has two variants. One variant permits the publishing of the Name of the Organisation where the subscriber is employed in addition to the personal information of the subscriber, whereas the other variant permits the publishing only the personal information of the subscriber in the certificate.

The Validation and Issuance Procedure employed for both the variants are the same. However when a certificate request of the variant with the Organisation Name to be processed, there are a few additional steps to be performed before the certificate can be issued. The procedures are as detailed in this document.

2. Documentation Requirement

2.1 Government-issued Photo-ID

- Pan Card
- Passport
- Driving License
- Any other photo id issued by the Government of India or the state government is acceptable with a condition that the subscriber complete signature MUST be there on the id.

2.2 Address Proof

Any one of the following can be submitted for the Address proof:

- Passports
 - Driving License
 - Voters ID card
 - Student SSC / HSC / graduation / post graduation degrees certificate
 - Birth certificate
 - School leaving certificate
 - Electricity bill
 - Mobile / Telephone bill
 - Water Bill
 - Gas Bill
 - Property Tax/ Corporation/ Municipal Corporation Receipt
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- Service Tax/VAT Tax/Sales Tax registration certificate
 - Bank Statement attested by the banker
 - PF statement.

Validity of the Address Proof: Recent proof, but not earlier than 3 months in case of electricity bill, mobile/telephone bill and water bill.

Using single document copy for both Photo-ID & Address proof may be considered. If the address in the Photo-id is different from the Address given in the application then a separate Address proof may be insisted & collected.

NOTE: Attested True Copy of the **Any one** of the above photo-Id/Address proof by Banker / Public Notary or Gazetted Officer

2.3 Proof of Right to do Business document

Documentation to include Organization Name in the certificate – Any one of following document:

- Certificate of Incorporation
- Memorandum of Articles of Association
- Registered partnership deed
- Acts or other valid business license document.

Certified True Copy Company Secretary with Seal, Director, Partner, proprietor or the Employee who attest the Letter of employment)

Authorization letter from Company Director / Partner / Company Secretary or from the authorized person of the requesting organization. This letter is not required for proprietorship firm – proprietor has to produce the proof, which MUST indicate that he is the Sole owner of the requesting organization. The documents can be registration documents, VAT copy that contains Subscriber photo.

2.4 Certificate Issuance

Upon successful completion of all authentication procedures, the digital certificate can be issued. An E-mail is sent to the subscriber with instructions, a PIN and a URL from where the certificate can be downloaded. This e-mail is sent only to the e-mail id of the certificate subscriber, as submitted in the online enrolment.

3. DOCUMENTATION INSTRUCTIONS

3.1 Certificate Application Attestation Form

Instructions to Subscriber

1. **Print out** this Form after completing it as required.
2. Ensure that all blanks in the Certificate Application Attestation Form are completed
3. Subscriber to be present before the RA
4. **Retain a copy** of the completed form in a secure location. You will need to reference your name and e-mail address as given in the application should you have a question regarding this certificate application.
5. Submit the duly completed Certificate Application Attestation to Sify either through the Sify authorized agents
6. Your attested application will be reviewed, As soon as your application is validated, you will receive a confirmatory e-mail (sent to the e-mail address listed in the application) that will provide instructions for picking up your Digital ID. If you have any questions about this application, please e-mail us at support@safescrypt.com

Note: *The challenge phrase that you provided at the time of enrolment will be required for performing any of the certificate life-cycle management functions such as revocation. You are required to remember this phrase and/or store it in a secure location for future use. You must also ensure that others do not have access to this phrase. Sify does not have access to your challenge phrase.*

3.2 Annexure 1: Checklist for Application form Validation:

- ✓ Subscriber has cross-signed the photograph
- ✓ All mandatory fields are filled
- ✓ Given a valid Photo ID.
- ✓ Recent Address proof (Within 3 months as applicable)
- ✓ Photo ID proof number and Address matches with the supporting document
- ✓ Photo ID proof and Address proof are attested
- ✓ Signature in the Application form matches with the Govt Issued Photo ID signature
- ✓ Check the photo belongs to the subscriber
- ✓ Sify RA has attested the subscriber form.

3.3 Annexure 2: Checklist for adding organization name in the Certificate:

- ✓ Check the Organisation name matches with the POR submitted
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- ✓ For Limited Category Company, check the organization name reflects in MCA portal
 - ✓ A Company Secretary with Seal, Director, Partner, proprietor or the Employee who attest the Letter of employment attests the POR.
 - ✓ Check all mandatory fields are completed in the Section 4.

CHECKLIST FOR DIGITAL CERTIFICATE VALIDATION

First Name:

Last Name:

Email Address:

Registration Number:

RA VALIDATION

Subscriber Application Form:

- | | |
|---|--------------------------|
| 1. First Name : | <input type="checkbox"/> |
| 2. Last Name : | <input type="checkbox"/> |
| 3. Email Address : | <input type="checkbox"/> |
| 4. City : | <input type="checkbox"/> |
| 5. State : | <input type="checkbox"/> |
| 6. Country : | <input type="checkbox"/> |
| 7. Passport size photograph of the applicant : | <input type="checkbox"/> |
| 8. Photo ID: | <input type="checkbox"/> |
| i)Check the photo of the applicant: | <input type="checkbox"/> |
| ii)Check Identifying Numbers | <input type="checkbox"/> |
| iii)Check Expiry date (As applicable) | <input type="checkbox"/> |
| 9. Address Proof : | <input type="checkbox"/> |
| i)Check Applicant Name | <input type="checkbox"/> |
| ii)Check Expiry date | <input type="checkbox"/> |
| 11. Signature of the Applicant : | <input type="checkbox"/> |
| 12. Date on the Document: | <input type="checkbox"/> |
| 13. Date of Attestation by Bank/Gazatted Officer: | <input type="checkbox"/> |
| 14. Attester Name : | <input type="checkbox"/> |
| 15. Attester Designation : | <input type="checkbox"/> |
| 16. Attester Signature : | <input type="checkbox"/> |
| 17. Seal /Stamp confirmed : | <input type="checkbox"/> |

R A

Name:

Signature :

Date:

COMMENTS : (Specify If any mails sent informing & asking for details)
