To,
eMudhra Consumer Services Limited,
3rd Floor, Sai Arcade, 56 Outer Ring Road,
Deverabeesanahalli, Opp Intel, Bangalore 560103
Phone : +91 80 4336 0000
Dear Sir,

Date : ☐☐☐☐☐☐☐☐

Sub : Authorisation letter for obtaining Digital Signature Certificate.

This is certify that Mr./Mrs./Miss. _____ (Certificate applicant) has provided correct information in the 'Application form for issue of Digital Signature Certificate" to the best of my knowledge and belief vide application form dated DD-MM-YYYY. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by e-Mudhra.

☐ Class 2 Gold Organisation   ☐ Class 3 Platinum Organisation   ☐ Class 3 Device / Server

Details of Executive Authorizing the Applicants :

Signature :

Name :

Designation :

Department :

Office Seal and Stamp :

General Instructions

- Signature of the applicant should be in **Blue Ink only**
- Signature of the applicant should be as it is in ID proof
- Photo of the applicant in application form should be cross signed
- **Mention the Valid Mobile Number in the Application Form for Call Verification by Certifying Authorities.**
- All supporting documents should be attested by either of Gazetted Officer / Bank Manager / Post Master
- **For proof of attesting officer either one of the below is mandatory** –
  - o Contact Details of Attesting Officer including the name, designation, office address and contact number. This should be as part of attestation. If provided separately, it should be attested either by Applicant or Attesting Officer.
  - o **OR** Self Attested copy of Organizational Identity card of attesting officer
- Organizational Documents can also be attested by Authorized Signatory
  - o If Organizational Documents are attested by Authorized signatory, attested copy of the organizational ID card of the Authorized signatory is mandatory.

List of accepted documents - Indian Individual

Identity Proof (Any one of below)	Address Proof (Any one of below)
1. Passport	1. AADHAAR Card
2. PAN Card of the Applicant	2. Voter ID Card
3. Driving License	3. Driving License (DL)/Registration Certificate (RC)
4. Post Office ID Card	4. Water Bill (Not older than 3 Months).
5. Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official	5. Electricity Bill (Not older than 3 Months)
6. Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments	6. Bank Statements signed by the bank (Not older than 3 Months)
7. Any Government issued photo ID card bearing the signatures of the individual	7. Service Tax/VAT Tax/Sales Tax registration certificate
	8. Property Tax/ Corporation/ Municipal Corporation Receipt

List of accepted documents - Indian Organization

Document Name	Company	Partnership	Proprietorship	AOP/BOI	LLP	NGO/Trust
Copy of Applicant's Organizational ID Card / Letter from Organization / Pay Slip	√	√	√	√	√	√
Copy of Organizational PAN Card	√	√		√	√	√
Copy of Bank Statement (First 2 Pages)	√	√	√	√	√	√
Copy of Incorporation/Registration Certificate	√			√	√	√
Copy of AOA & MOA / Rules / Bye laws (First 2 Pages)	√			√	√	√
Copy of Last Income Tax Return / Audit Report & Annual Return / Self Affidavit with reason, if not available (First 2 Pages)	√	√	√	√	√	√
Copy of Partnership Deed / Trust Deed / LLP Agreement containing the List of Partners / Signatories (2 Pages)		√			√	√
Copy of Business Registration Certificate (S&E / ST / VAT)			√			
Proof of Authorized Signatory (Board Resolution)	√			√	√	√
Authorized Signatory Organizational ID Card / Self-Attested Letter of Organizational Identity	√	√	√	√	√	√
Copy of PAN Card of Applicant, if PAN provided						

Office Address	Contact Details
Registered Office: **E-Procurement Technologies Ltd.** A – 201 -208, Wall Street – II , Opp. Orient Club ,Nr. Gujarat College, Ellisbridge, Ahmedabad - 380006, Gujarat	**Mr. Himalay Vaishanav :** (+91) 90990 90830 **e-Mail us :** Sales@CertificateTiger.com **Landline :** (+91) (79) 4001 6866 **Fax :** (+91) (79) 4001 6816 / 6876