IT (2) 19032/2018

Directorate of Agriculture
Development and Farmers
Welfare, Vikas Bhavan,
Thiruvananthapuram
Dated: 29/05/2018

**CIRCULAR**

Sub:- “Scheme on Agro Service Centres and Service Delivery Including Regional Farm Facilitation Centres” – Support to Farmer Registration and e-payment System 2018-19– Working Instructions Issued.

Ref: 1) G.O .(Rt) No-818/2017/AGRI Dated 24-08-2017 of the APC and Principal Secretary, Government of Kerala.
2) Order No.TP(2)7465/2018, Dated 28/04/2018 of Director of Agriculture.

As per the Order 1 and 2 cited above Administrative Sanction and continuous sanction have been accorded for the implementation of “Scheme on Agro Service Centres and Service Delivery Including Regional Farm Facilitation Centres” - Support to Farmer Registration and e-Payment System - during the year 2018-19, for a total amount of **Rs.125 Lakhs** under the Head of Account “**2401-00-113-83 (Plan).**” Following are the components of the scheme.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Item</th>
<th>Amount (Rs Lakhs )</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Online Farmer’s Database- Data entry of new applications for 1 Lakh applications @Rs.10/- application inclusive of GST and all other taxes</td>
<td>10.00</td>
</tr>
<tr>
<td>b)</td>
<td>Providing Digital Signature to officers in charge of e-payment , e procurement and other statutory functions which require a digital signature. Cost of new Digital Signature, renewal of existing digital signature at the end of validity period and up gradation to Class III DSc for officers using GEM and other high priority functions.</td>
<td>1.48</td>
</tr>
<tr>
<td>c)</td>
<td>Capacity building on Integrated Agriculture Solution Software Clusters, Integrated MIS, Online Claim processing suite Software, Farmer Database and e-payment, e-procurement, GST online application, various software clusters implemented in Agriculture Department, Software Customisation Workshop, Training Materials etc</td>
<td>14.80</td>
</tr>
<tr>
<td>d)</td>
<td>SMS Support to Integrated MIS, Online Claim processing suite Software, e-payment, Farmer Registration, ASHA Software,</td>
<td>5.00</td>
</tr>
<tr>
<td>Integrated Agriculture Solution Software Clusters etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>e) Outsourcing work for online Scheme application support for farmers, online Farmer Registration, Data Correction, Online Claim processing Suite, Integrated MIS, e-payment, Data Digitisation and updation of various Central and State Government portals</td>
<td>63.84</td>
<td></td>
</tr>
<tr>
<td>f) Purchase of new hardware in various Offices of Agriculture Department, replacement of old hardware, networking of existing hardware and maintenance of hardware in various offices of Agriculture Department</td>
<td>29.00</td>
<td></td>
</tr>
<tr>
<td>g) Other contingencies and unforeseen expenses</td>
<td>0.88</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>125.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Rupees One Twenty Five Lakhs Only

The following guidelines are issued for implementation of the Scheme during 2018-19.

1. **Enrolling new farmers in Farmer Database.**

   Government of Kerala has accorded sanction for continuously adding new farmers to the farmer database and pilot testing of the Online Claim Processing software. Farmers who have not registered in Farmer database are not eligible for agriculture subsidy and other benefits. Hence adding new farmers presently not registered in online Farmer Database is highly essential. Hereafter subsidy claims will be processed online using online claim processing suite software application and only farmers who have registered in database can be paid subsidies. For adhar enabled farmers, **Self Service Farmer Registration Platform** is being enabled in kisan.gov.in for Farmer Registration and updation directly by farmers themselves. As a last chance to enable Farmer Registration through Krishibhavan Rs.10 Lakhs is earmarked for data entry of 1 Lakh new farmers @Rs.10/- per application inclusive of GST and all taxes.

2. **Providing Digital Signature to officers in charge of e-Payment, e-Procurement, GST, GeM and statutory functions which require a Digital Signature**

   Digital signature and encrypted e-mails are to be provided to ADA’s and other officers engaged in e-payment, e-procurement, GST, GeM and statutory functions which require use of digital signature from Agencies enlisted by Kerala State IT Mission. All ADA’s and Officers in charge of e-payment, e-procurement, GST, GeM and other Statutory official obligations which require Digital Signature etc can procure new Digital Signature or renew existing DSC before the end of validity period using this Fund. Officers whose DSC expires during 2018-19 should renew the certificate
before the end of validity period for uninterrupted use of DSC for official purposes. An amount of **Rs. 1.48 Lakhs** is earmarked for this component.


**Details of Requirements of Digital Signature for Assistant Directors of Agriculture/e-procurement Team Members**

Class-II Digital Signature Certificate for Government Officials

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Item</th>
<th>Features Required for New Digital Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certificate Class</td>
<td>Class 2 (Gold Individual)</td>
</tr>
<tr>
<td>2.</td>
<td>Certificate Type</td>
<td>Digital Signature Certificate (Signing and Encryption with e-Token)</td>
</tr>
<tr>
<td>3.</td>
<td>Certificate Validity</td>
<td>2 Years</td>
</tr>
<tr>
<td>4.</td>
<td>Digital Signature Token</td>
<td>Required</td>
</tr>
</tbody>
</table>
| 5.    | Price per new Digital Signature with e-token | Rs 450/-
1. e-Token(hardware without signature Rs. 250/-
2. Class 2 Digital Signature(signing & encryption Rs.200/-

| 6.    | Price for renewing the Digital Signature(Class 2 DSC-Signing and Encryption) in the existing token | Rs 200/-


Class-III Digital Signature Certificate for Government e-Market Place (GEM –https://gem.gov.in) Users and others performing functions where Use of Class III Digital Signature is Mandatory

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Item</th>
<th>Features Required for Class III New Digital Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certificate Class</td>
<td>Class III</td>
</tr>
<tr>
<td>2.</td>
<td>Certificate Type</td>
<td>Digital Signature Certificate (Signing and Encryption with e-Token)</td>
</tr>
<tr>
<td>3.</td>
<td>Certificate Validity</td>
<td>2 Years</td>
</tr>
<tr>
<td>4.</td>
<td>Digital Signature Token</td>
<td>Required</td>
</tr>
</tbody>
</table>
| 5.    | Price per new Digital Signature with e-token | Rs 950/-
|       |                                           | 1.e-Token(hardware without signature Rs. 250/-
|       |                                           | 2.Class 2 Digital Signature(signing & encryption Rs. 700/-)            |
| 6.    | Price for renewing the Digital Signature(Class III DSC-Signing and Encryption) in the existing token | Rs 700/-                                                             |

**Instructions for Taking /Renewing Digital Signature Certificate**

✓ Officers are directed to contact the District Level Processing Centres of IT Mission empanelled Digital Signature Service Providers in Kerala (For List please see IT Mission proceedings which is attached) and collect proforma invoice for Digital Signature Certificates required in the district as per details given in the above table or reimburse cost based on receipt received from empanelled Agency and their branches.

✓ Officers have to fill the application form for Digital Signature Certificate for individual users as per the instructions attached in IT Mission proceedings - Annexure I. Attach recent passport size photograph and sign across the photo. Submit the application to Principal Agricultural Officer/HIGHER
Officials along with attested copies of PAN CARD and Office ID / other valid identity documents and address proof of documents.

✓ Officers have to take Demand Draft for the amount in favour of Agency Names as specified in IT Mission Order/or make payment at branches and get receipts.
✓ Digital Signature Tokens will be delivered within 3 working days by District Level Processing Centre of Empanelled Agencies.
✓ AO’s in charges of ADA offices for more than 3 months have to be added to District e-procurement team and digital signature to be provided. Officers who are in charge of statutory or mandatory functions which require DSC (Digital Signature Certificate) is to be provided with DSC or cost of DSC to be reimbursed to them on submission of receipt for the cost of Digital Signature (Both new DSC and renewal of DSC). The cost of DSC is to be reimbursed to officers on production of receipt or amount can be encashed based on proforma invoice. For Agriculture Officers duly authorised by Local Self Government Institutions to invite e-tender as Department User they can be added as District e-tender team member and Digital Signature Certificate can be provided. Such Officers have to produce Authorisation Form-Annexure II as a decision of Local Self Government Body for user creation in e-tender portal.


Capacity building programmes in the use Claim Processing Suite, Integrated MIS, e-Payment, e-procurement, Farmer Registration, integrated agricultural solution, software clusters and other Software is to be organised for Department Officials as well as other stakeholders. An amount of Rs. 14.80 Lakhs is sanctioned for this purpose including the cost software of customization workshops and Training materials, as detailed below.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Training</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>District Level Training on Claim Processing Suite, Integrated MIS, e-Payment, e-procurement, Farmer Registration, GST, integrated agricultural solution, software clusters and other Software for Farmer Registration and e-payment for Department officials and other stakeholders @ Rs 30,000/- per district-14 Trainings at District Level</td>
<td>4,20,000/-</td>
</tr>
<tr>
<td>2.</td>
<td>Follow Up training at Block Level 152 numbers @ Rs.5,000/- per block</td>
<td>7,60,000/-</td>
</tr>
</tbody>
</table>

- Need based Problem Solving and Handholding Focus Group Workshops - Food and Refreshment charges @ Rs 2000 per Focus Group and Honorarium @ Rs 750/- per day for experts from NIC and Other Agencies.

| 3. Training Materials, Software User Manuals and other publications for effective service delivery through ICT and e-Governance Applications | 1,000,000/- |

| Total | 14,80,000/- |

The following allotment is made to Districts for conducting Software Trainings during 2018-19 in consultation with IT Division of the Directorate.

<table>
<thead>
<tr>
<th>District</th>
<th>District Level Training (Rs. in lakhs) @Rs.30,000/District</th>
<th>Block Level Training(Rs. in lakhs) @ Rs. 5000/Block</th>
<th>Total (Rs. in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thiruvananthapuram</td>
<td>0.30</td>
<td>0.55</td>
<td>0.85</td>
</tr>
<tr>
<td>Kollam</td>
<td>0.30</td>
<td>0.55</td>
<td>0.85</td>
</tr>
<tr>
<td>Alappuzha</td>
<td>0.30</td>
<td>0.60</td>
<td>0.90</td>
</tr>
<tr>
<td>Pathanamthitta</td>
<td>0.30</td>
<td>0.40</td>
<td>0.70</td>
</tr>
<tr>
<td>Kottayam</td>
<td>0.30</td>
<td>0.55</td>
<td>0.85</td>
</tr>
<tr>
<td>Idukki</td>
<td>0.30</td>
<td>0.40</td>
<td>0.70</td>
</tr>
<tr>
<td>Ernakulam</td>
<td>0.30</td>
<td>0.70</td>
<td>1.00</td>
</tr>
<tr>
<td>Thrissur</td>
<td>0.30</td>
<td>0.80</td>
<td>1.10</td>
</tr>
<tr>
<td>Palakkad</td>
<td>0.30</td>
<td>0.65</td>
<td>0.95</td>
</tr>
<tr>
<td>Malappuram</td>
<td>0.30</td>
<td>0.75</td>
<td>1.05</td>
</tr>
<tr>
<td>Kozhikode</td>
<td>0.30</td>
<td>0.60</td>
<td>0.90</td>
</tr>
<tr>
<td>Wayanad</td>
<td>0.30</td>
<td>0.20</td>
<td>0.50</td>
</tr>
<tr>
<td>Kannur</td>
<td>0.30</td>
<td>0.55</td>
<td>0.85</td>
</tr>
<tr>
<td>Kasargod</td>
<td>0.30</td>
<td>0.30</td>
<td>0.60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4.20</strong></td>
<td><strong>7.60</strong></td>
<td><strong>11.80</strong></td>
</tr>
</tbody>
</table>
4. SMS Support to Claim Processing Suite, Integrated MIS, e-payment, ASHA Software and other Software Clusters etc

Claim Processing Suite, Integrated MIS, EBT software for effecting e-Payment, Farmer Registration, ASHA and other software clusters are to be given provision to send SMS messages to the beneficiaries. This has to be made possible by integrating various software platforms with the mobile platform of Government of Kerala. Information on successful as well as failed transactions can be intimated to beneficiaries through SMS along with scheme information. This facility will be given to farmers free of cost. SMS Support and integration with Farmer Registration is also to be completed. An amount of Rs. 5 Lakhs has been sanctioned to meet the SMS charges payable to M/s KELTRON, who is the official supplier of Kerala Government SMS.

5. Purchase of new hardware in various Offices of Agriculture Department, replacement of old hardware, networking of existing hardware and maintenance of hardware in various offices of Agriculture Department

Rs.29 lakhs is earmarked for purchasing new computer and accessories or replacement of hardware which are older than 5 years. This is highly essential for optimum use of IT Infrastructure for extension and delivery of e-Services. Hardware should be procured by following DGS & D rates /CPRCS(Kerala e-governance IT Procurement Portal)/Government e Market Place or any Government Procurement Procedure or by following Store Purchase Rules.

6. Other contingencies and unforeseen expenses

An amount of Rs. 0.88 Lakhs has been earmarked for meeting the contingencies and unforeseen expenses related to Online Claim Processing Suite, Development of Integrated Management Information System, e-payment and Farmer Registration. In case of changes in GST rates or increase in any item or periodical or incremental increase in manpower cost or preparation and publication of user manual, training or any other expenditure in the plan it will be met from contingencies and unforeseen expenses.

General Instructions

DDA (Credit) of the district will be the Nodal Officer of component 1 “Farmer Registration scheme” and DDA(E&T) will be the Nodal Officer for implementation of the other components. DDA(Credit) are directed to co-ordinate the data entry of new applications in farmer data base, updation of existing data base and issue of Haritha Cards to farmers with the help of Nodal Officer of Kerala Gramin Bank. After issue of Hartitha Cards by KGB, DDA (Credit) has to facilitate linking of this cards with KCC facility, based on eligibility, in consultation with Kerala Gramin Bank branches in the district for ensuring sufficient credit for farming activities. DDA(E&T) are directed to implement components other than Farmer Registration.

The expenditure in this regard will be met from the Budget Provision available under the Head of Account 2401-00-113-83- Plan under the Scheme “Scheme on Agro Service Centres and Service Delivery Including Regional Farm Facilitation Centres”

Sd/-

Director of Agriculture

To:-

All Principal Agricultural Officers
DDA(E&T) of all Districts
DDA (Credit) of all Districts
PROCEEDINGS OF THE DIRECTOR, Kerala State IT Mission

THIRUVANANTHAPURAM

Present: Shri. Seeram Sambasiva RAO IAS


DDFS/Admin/517/2014-KSITM/ Dated: 22/05/2017

Read: 1. E-tender –id 2016_KSITM_80919_1
3. Agreement with M/s Sify Technologies Ltd.
4. Agreement with M/s eMudhra Consumer Services Ltd.
5. Agreement with M/s (n) Code Solutions.

As per the references cited above, KSITM had published an online tender for empanelment of Certifying Authorities towards issuance of Digital Signature Certificates and issues Letter of Intents. The Following three Certifying Authorities (CAs) have fulfilled the tender terms and conditions and entered into Agreement vide reference 3, 4 and 5:

Sify Technologies Limited

eMudhra Consumer Services Ltd

(n)Code Solutions

ORDER

In view of the above, the following Certifying Authorities are empanelled for issuance of Digital Signature Certificate for a period from 22/05/2017 to 21/11/2018:

a) Sify Technologies Limited

b) eMudhra Consumer Services Ltd

c) (n)Code Solutions
Empanelment of above Certifying Authorities are finalized on below tabulated rates:

<table>
<thead>
<tr>
<th>Sl.no</th>
<th>Particulars</th>
<th>Validity (in years)</th>
<th>Qty</th>
<th>Total Price inclusive of all taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>e-Token (Hardware) without certificate</td>
<td></td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td>2</td>
<td>Class 2 DSC (Signing) Certificate</td>
<td>2</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>Class 2 DSC (Signing &amp; Encryption) Certificate</td>
<td>2</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Class 3 DSC (Signing) Certificate</td>
<td>2</td>
<td>1</td>
<td>700</td>
</tr>
<tr>
<td>5</td>
<td>Class 3 DSC (Signing &amp; Encryption) Certificate</td>
<td>2</td>
<td>1</td>
<td>700</td>
</tr>
<tr>
<td>6</td>
<td>Renewal of Class 2 DSC (Signing) Certificate</td>
<td>2</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>7</td>
<td>Renewal of Class 2 DSC (Signing &amp; Encryption) Certificate</td>
<td>2</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>8</td>
<td>Renewal of Class 3 DSC (Signing) Certificate</td>
<td>2</td>
<td>1</td>
<td>500</td>
</tr>
<tr>
<td>9</td>
<td>Renewal of Class 3 DSC (Signing &amp; Encryption) Certificate</td>
<td>2</td>
<td>1</td>
<td>700</td>
</tr>
</tbody>
</table>

The agencies would execute the work/process the applications within the defined time limit and submit monthly MIS report to KSITM.

_Sanat Kumar_

Director, KSITM

To:

SEERAM SAMPASIVA RAO IAS
1. Sky Technologies Limited
   4, Rajiv Gandhi Salai, Taramani, Chennai - 600113
2. Mudha Consumer Services Ltd
   3rd Floor, Sai Arcade, No.66 Marathahalli Outer Ring Road, Devarabeesanahalli, Bangalore - 560103, Karnataka
3. (n) Code Solutions
   (A division of Gujarat Narmada Valley Fertilisers & Chemicals Limited), 301, ONFC Tower, Bodak Dev, Ahmedabad-380 054, Gujarat

Copy to:
1. The Finance Officer, KSITM - for information
2. The Administrative Officer, KSITM -- for information
3. The Head Technology, KSITM - for information
4. All Project Heads, KSITM - for information
5. Stock File.
Authorisation Letter

To
The Director,
Kerala State IT Mission
Thiruvananthapuram

Sub: Payments and Documents Collection Authorisation

Dear Sir

In relation to the Tender reference no: DDFS/Admin/517/2014-KSITM and
Tender ID: 2016_KSITM_80919_1, we authorise the following Local Registered Authorities
to collect Documents and Payments from KSITM on behalf of SIFY Technologies Ltd.

SCS CORPORATE SERVICES

TC11/1471, #2, PUTHEN VEEDU BUILDINGS, NANTHANCODE PO,
TRIVANDRUM -695003
Ph: 9946552979, 9847750768
Contact Person: Mr Vimon John
E-mail: scsker@gmail.com
Payments in favour of M/S SCS CORPORATE SOLUTIONS INDIA PRIVATE LIMITED

R3 eConsulting Private Limited

C 510-44(1), Ground Floor,
Kunnath Lane, SN Junction, Palarivattom, Ernakulum - 682025
09159044269 / 0484 2347447 / 9142096033
Contact Person : LIYA ANTONY
E-mail keraladsc@gmail.com
Payments in favour of r3 econsulting private limited, payable at Chennai
C Net Computers
G14, Ground Floor
Capital Tower
Patturaikkal
Contact: James C Sebastian
Mobile: 8893888818, 0487 2971818
Payments in favour of C NET COMPUTERS

We hope this is in line with your requirements. Feel free to call us in case of any clarifications.

Yours Sincerely
Shyam Kumar
Business Development Manager, South - Safe Scrypt
Sify Technologies Limited.
DISTRICT WISE LIST OF COLLECTION POINTS IN KERALA

Validation Centre / Centre

SIFY TECHNOLOGIES LIMITED
INFOPARK (GROUND FLOOR)
THAPASYA BUILDING, KUSUMAGIRI, KAKKANAD, KOCHI 682030
PH: 9946552979, 9847750768

THIRUVANANTHAPURAM

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krishnaprasadcs@gmail.com

Mr. Sundarmoorthy
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PHONE : 0471-4019252 CELL : 9746654894, 8129194469 MAIL :
safesolutionss@outlook.com
KOLLAM

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keraladsc@gmail.com

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Mail ID : jainth.p@certenet.in

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Contact us: +91 7356250247

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CS T P SIVADAS, FCS
COMPANY SECRETARY IN PRACTICE
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THRISSUR, KERALA, INDIA - 680503
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PRASAD – FINACUL
2nd Floor, UA Tower
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Mobile +91 7356250247

PALAKKAD

R3 eConsulting Private Limited
SURESHE K
Ameya, Koppam Palakkad - 678 001
Palakkad
0491 2541900 / 2542900 / 94471 24980
eirightrackcs@gmail.com

COGDEL DIGITAL SIGNATURE AND MANAGEMENT SERVICES
REGN NO: AAC-1321, 10/694(7), FIRST FLOOR, CLASSIC TOWER,OPPOSITE TO EXCISE OFFICE, METTUPALAYAM STREET, SULTANPET PALAKKAD-678001 Ph: 9946552979/9847750768

MALAPPURAM

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Rajeev Kumar, Chartered Accountant
1ST FLOOR, R.J BUILDING, HOSPITAL ROAD, NILAMBUR, MALAPPURAM - 679 329 Ph: 9946552979/9847750768
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SCS CORPORATE SERVICES
4th FLOOR CITY, CORNER BUILDING,
WEST CORNER BUILDING WEST NADAKKAVU,
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Hexagon Goods & Services
Door No 13/107-B V.R. Building
Kamath Lane, Palayam road, Calicut - 673001
Mob: +91 7356250247

Gautam R. Mallaya
Practising Company Secretary
2nd Floor, Sheraton Complex
P. V. Sami Road, Chalappuram, Kozhikode-673002
Mob: +91 7356250247
WAYANAD

R3 eConsulting Private Limited
SHAIJAL M A
Sales Tax Practioner & Accountant, Gandhi Junction,
Sulthan Bathery - 673592
9387565050 / 04936 224521
shaijalma92@gmail.com

SCS CORPORATE SERVICES
NANDANAM ARCADE
KALPANACHERY ROAD (NEW BYPASS)
NEAR NEW BUS STAND, CHUNGAM
SULTHAN BATHERY 673592
Ph:9946552979/9847750768

KANNUR

R3 eConsulting Private Limited
SHINNA K
ROOM NO T P (N) 3/355
SOUTH BAZAR PO - CIVIL STATION
KANNUR DIST KERALA - 670002
PHONE 9745204730,9349324730
(OFF) 0497-2709893
csmuralikanniyath@gmail.com
KASARAGOD

SCS CORPORATE SERVICES
2nd FLOOR, CITY COMPLEX RAM NAGAR ROAD,
KOTTACHERY, KANHANGAD – 671315
Ph: 9946552979/9847750768
Digital Signature Certificate Subscription Form

Section 1: Subscriber Details

Name*: 
Designation: 
Date of Birth*: DD MM YYYY Gender*: Male Female
Address (Residential address in case of Individual or Organisation address in case of DSC with ORG)
Organisation Name* (Mandatory in case of ORG DSC)
Door No/Building Name*
Road/ Street/ Post Office*
Town/ City/ District*
State/ Union Territory*
Country*
Telephone Number* (with STD Code):
Mobile Number*
Email id*

Section 2: Identity Proof Details

Photo Identity Proof*
Identity Proof Name (Eg: Pan Card, DL, Passport, ...)
Identity Proof Number
Address Proof*
Address Proof Name (Eg: Passport, DL, Latest Telephone Bill, ...)

Note*: Subscriber's signature should appear on the Photo ID Proof.

Section 3: Declaration

I hereby declare that all the information provided in this Subscription form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for the digital signature certificate, the duties and responsibilities which are applicable under the SafeCrypt CA CPS (https://www.safescrypt.com/pdf/cps.pdf) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Signature of the Subscriber*
Date*: DD MM YYYY Place:

Note*: Subscriber has to sign before the Authorised LRA/Partner for Class 3 DSC.

Section 4: Authorisation (only for ORG DSC)

I, ______________ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal*

For office use only

Attestation By Sify Authorised LRA/Partner* (For Class 3 DSC Only)
I hereby declare that the subscriber has personally appeared before me and submitted the original document copies.
Signature and Seal*

Date*: DD MM YYYY Name*

Note*: Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.

SafeCrypt CA Services brought to you by:
Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai -600 113. E-Mail: enquiries@safescrypt.com
Date: 27-09-2016

From,
eMudhra Ltd.
Bangalore.

To,
The Director,
Kerala State IT Mission
Thiruvananthapuram, Kerala.

Sub: Empanelment of CA’s – Authorization for Analytix and Collection Centres list

Dear Sir,

With respect to empanelment of certifying Authorities for issuance of DSCs for e-Governance initiatives, eMudhra have submitted the agreement in duplicate and associated documents.

We wish to inform you that, we authorise ‘M/s Analytix Corporate Solutions Pvt Ltd.’ – our partner in Kerala to collect DSC applications and payments on behalf eMudhra for the above mentioned project. The invoices will be raised by Analytix to Kerala state IT Mission and payments shall be made in favour of Analytix Corporate Solutions Pvt Ltd. The departments who are raising individual payment instruments also may raise the payment against Analytix Corporate Solutions Pvt Ltd. However, all the official communication other than DSC applications shall be made to eMudhra; the address of Analytix is mentioned below:

Analytix Corporate Solutions Pvt Ltd., 41/2219, First Floor, The Stars Building, Vakekshnam Road, Ernakulum, Kochi – 682018

We are enclosing the details of the collection centers across the state along with this latter.

Thanking you,
Yours faithfully,

Name: Heera Prabakar
Designation: CFO
Company Name: eMudhra Ltd.,
<table>
<thead>
<tr>
<th>District</th>
<th>Name</th>
<th>Email Id</th>
<th>Contact</th>
<th>Office Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thiruvananthapuram</td>
<td>Ri Vinod Kumar</td>
<td><a href="mailto:vinurl@yahoo.com">vinurl@yahoo.com</a></td>
<td>9447242423</td>
<td>0471-2472161</td>
<td>V &amp; A Associates, T.C.38/ 404, Sreevas building, chenthitta, chalai, p.o, trivandrum- 695036</td>
</tr>
<tr>
<td>Thiruvananthapuram</td>
<td>Vineesh Krishnan</td>
<td><a href="mailto:Vineeshkrishnan1986@gmail.com">Vineeshkrishnan1986@gmail.com</a></td>
<td>9895991444</td>
<td>9747672444</td>
<td>Cftm, Padmam Plaza, No.7, Opp.Ksrtc Bus Stand, Pappanamcode, Trivandrum, - 695018</td>
</tr>
<tr>
<td>Thiruvananthapuram</td>
<td>SASIKANTHAN B</td>
<td><a href="mailto:devikaassociates@ymail.com">devikaassociates@ymail.com</a></td>
<td>9495200305</td>
<td>0471-2222099</td>
<td>DEVIKI ASSOCIATES, OPP.VIDHYADHIRAJA SCHOOL, CONVENT ROAD NEYYATTINKARA, PINCODE- 695121</td>
</tr>
<tr>
<td>Kollam</td>
<td>Santhosh Maheswar</td>
<td><a href="mailto:santhoshmaheswar@gmail.com">santhoshmaheswar@gmail.com</a></td>
<td>9895031572</td>
<td>8891031572</td>
<td>Finact - Financial &amp; accounting solutions, near copm dc office, vikas nagar, polythodu, kollam</td>
</tr>
<tr>
<td>Pathanamthitta</td>
<td>VINOD CHANDY</td>
<td><a href="mailto:technoplanet@gmail.com">technoplanet@gmail.com</a></td>
<td>9447361335</td>
<td>0468-2270144</td>
<td>Techno Planet, Akshaya Centre, Old Prvde Bus Stand, Pathanamthitta, Kerala Pin - 689645</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Netvalley Communications Madappalliil Building Pazhavangadi P.O., Ranni Pathanamthitta - 689673</td>
</tr>
<tr>
<td>Pathanamthitta</td>
<td>Shaji Thomas</td>
<td><a href="mailto:shajithomas2002@gmail.com">shajithomas2002@gmail.com</a></td>
<td>9446986956</td>
<td>8891870836</td>
<td>Sreekalamasais Accounting Center, kampikkakam, Kottamkulangara ward, Avalookunnu p.o, alappuzha - 688006</td>
</tr>
<tr>
<td>Alappuzha</td>
<td>Sasidharan Nair</td>
<td><a href="mailto:sreekalamasais@gmail.com">sreekalamasais@gmail.com</a></td>
<td>9895496180</td>
<td>0477-2254433</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kottayam</td>
<td>Raj Pramod</td>
<td><a href="mailto:edmaschry@gmail.com">edmaschry@gmail.com</a></td>
<td>8943787979</td>
<td>04813257979</td>
</tr>
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</tr>
<tr>
<td>9</td>
<td>Kottayam</td>
<td>Lorance Sebastian</td>
<td><a href="mailto:ktmkarunya@yahoo.in">ktmkarunya@yahoo.in</a></td>
<td>9847032693</td>
<td>0481-2580184</td>
</tr>
<tr>
<td>10</td>
<td>Idukki</td>
<td>ANIL KUMAR T P</td>
<td><a href="mailto:anil213161@gmail.com">anil213161@gmail.com</a></td>
<td>9446401745</td>
<td>04862-225262</td>
</tr>
<tr>
<td>11</td>
<td>Idukki</td>
<td>P S JOSEPH</td>
<td><a href="mailto:psjoss@gmail.com">psjoss@gmail.com</a></td>
<td>9447522865</td>
<td>04862-236384, 04868-274723</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Ernakulam</td>
<td>Manoj Kumar</td>
<td><a href="mailto:emudhra@analytix.org">emudhra@analytix.org</a></td>
<td>9567867518</td>
<td>95678661235</td>
</tr>
<tr>
<td>13</td>
<td>Thrissur</td>
<td>Sijo P L</td>
<td><a href="mailto:sijoipl9@gmail.com">sijoipl9@gmail.com</a></td>
<td>9072320424</td>
<td>0487-2420162</td>
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<tr>
<td>14</td>
<td>Palakkad</td>
<td>Meena Rajendran</td>
<td><a href="mailto:dmudhra@gmail.com">dmudhra@gmail.com</a></td>
<td>9447175438</td>
<td>0491-2528346</td>
</tr>
<tr>
<td></td>
<td>Malappuram</td>
<td>Ravi Kumar</td>
<td><a href="mailto:raviambrakatt@gmail.com">raviambrakatt@gmail.com</a></td>
<td>9847271776</td>
<td>0483 - 2766561</td>
</tr>
<tr>
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<tr>
<td>16</td>
<td>Kozhikode</td>
<td>Abdull barik</td>
<td><a href="mailto:akabaril@yahoo.com">akabaril@yahoo.com</a></td>
<td>9387222297</td>
<td>9567718538</td>
</tr>
<tr>
<td>17</td>
<td>Kozhikode</td>
<td>VISWAJITH P</td>
<td><a href="mailto:ybscalicut@yahoo.com">ybscalicut@yahoo.com</a></td>
<td>9447161977</td>
<td>0495-3292761</td>
</tr>
<tr>
<td>18</td>
<td>Wayanad</td>
<td>ANIL KUMAR P MATHEW</td>
<td><a href="mailto:asactp@gmail.com">asactp@gmail.com</a></td>
<td>9744461504</td>
<td>04936-202462</td>
</tr>
<tr>
<td>19</td>
<td>Wayanad</td>
<td>MUHAMMED RAFI</td>
<td><a href="mailto:rafiwayanad@gmail.com">rafiwayanad@gmail.com</a></td>
<td>9605455333</td>
<td>04935-235105</td>
</tr>
<tr>
<td>20</td>
<td>kannur</td>
<td>Sukesh</td>
<td><a href="mailto:precisokannur@gmail.com">precisokannur@gmail.com</a></td>
<td>9995381125</td>
<td>0497-2701190, 9895061190</td>
</tr>
<tr>
<td>21</td>
<td>Kasargod</td>
<td>A Latheesh</td>
<td><a href="mailto:a.latheesh@gmail.com">a.latheesh@gmail.com</a></td>
<td>9495345572</td>
<td>04994-227121</td>
</tr>
</tbody>
</table>
APPLICATION GUIDELINES

For all types and classes of certificates, the applicant has to submit application form, in the prescribed format.

Please fill the form in BLOCK LETTERS only.

The signature of the applicant, on the application form should be in blue ink only.

Inconsistent/incomplete applications are liable to be rejected as per the CCA, Govt of India.

Email ID and Mobile number in the application should be a valid and active belonging to Applicant. It should be unique for each applicant

The application shall include necessary supporting documents as mentioned in Application form. In the case of Government application authorized signatory can attest the all supporting documents

Authorized signatory should be sign & seal in the part of Authorization in the application form. Authorized signatory means higher officer of applicant

Such filled in application form can be submitted to any of eMudhra Processing centres listed above.

Payment Details

DD in favor of "ANALYTIX CORPORATE SOLUTIONS PVT LTD" Payable at cochin

Contact Number :

Registration Authority :

ANALYTIX CORPORATE SOLUTIONS PVT LTD
THE STAR BUILDING, VEEKSHNAM ROAD
ERNAKULAM, KOCHI – 18
PH : 0484 – 4017178, 4017168
Mob : 9567867518 / 9567861235

Customer Care : 9020100400
APPLICATION FORM - SIGNATURE / ENCRYPTION CERTIFICATE

FOR INDIVIDUAL

Application ID: (S) ______________________ (E) ______________________ (For Office Use Only)

PLEASE FILL IN BLOCK LETTERS ONLY. ALL FIELDS ARE MANDATORY


APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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Date of Birth DD MM YY

Gender [ ] Male [ ] Female

Nationality

Address

City

Pin code

State

PAN

Mobile

Email ID

CLASS:
[ ] Class 1 [ ] Class 2 [ ] Class 3

TYPE:
[ ] Signature [ ] Encryption [ ] Combo

VALIDITY:
[ ] 1 Year [ ] 2 Years

DOCUMENT PROOF (attested by Bank Manager OR Post Master OR Gazette Officer (Group 'A'/Group 'B'), against producing the originals)

Proof of Identity (Any one of below)*

- Passport.
- PAN Card of applicant (Mandatory if PAN provided)
- Driving License.
- 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.

ID Number ______________________

Attesting Officer *

☑ Self attested copy of ID Card/Contact details of attesting officer.

Proof of Address (Any one of below)*

- Aadhaar Card.
- Voter ID Card.
- Driving License (DL)/ Registration certificate (RC).
- Passport.
- Telephone Bill (Not older than 3 Months)
- Water Bill (Not older than 3 Months).
- Gas Connection/Bill (Not older than 3 Months).
- Electricity Bill (Not older than 3 Months).
- Bank Statements signed by the bank (Not older than 3 Months).
- Service Tax/VAT Tax/Sales Tax registration certificate.
- Property Tax/ Corporation/ Municipal Corporation Receipt.

DECLARATION

I hereby agree that I have read and understood the provisions of e-Mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this form is true & correct to the best of my knowledge. I accept publishing my certificate information in e-Mudhra repository. I am aware of risks associated in case of Class 1 Certificate, when storing the private key on a device other than a FIPS 140-1/2 validated cryptographic module.

Date ______________________

Place ______________________

Seal & Stamp (If any)

Signature of the applicant

(As in ID proof [Blue Ink Only])

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents. I hereby take full responsibility for any wrong verification made, or wrong documents submitted for the application.

Date ______________________

RA Name, Code & Seal

Signature of RA
RA Authorization Certificate with DSC Payment Details

To,
The Director,
Kerala State IT Mission
ICT Campus, Vellayambalam Jn,
Thiruvananthapuram, Kerala – 695033

Sub: Regarding RA Authorization Certificate and DSC Payment Details

Reference: Tender ID: 2016_KSITM_80919_1

Sir,

In reference with Tender ID: 2016_KSITM_80919_1, “for empanelment and issuance and renewal of Digital Signature Certificates to officials of Government of Kerala”, we, (n)Code Solutions – A Division of GNFC Ltd. promoted by Gujarat Government, hereby confirm our Collection Centers in Kerala and RAs authorized to collect DSC application forms from KSITM and process it on behalf of (n)Code Solutions (list is given below).

Payment for processed DSCs shall be made directly to us, in favour of (n)Code Solutions – A Division of GNFC Ltd. centrally from KSITM – Thiruvananthapuram.

List of our Collection Centers and RAs in Kerala

<table>
<thead>
<tr>
<th>SL No.</th>
<th>RA Name</th>
<th>Address</th>
<th>Location</th>
<th>Contact No.</th>
<th>Mob. No.</th>
<th>E-mail ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gireesh Kumar</td>
<td>BRACs Pvt Ltd., A-80, Deepam flat, Mele Thampoon, Statue, - 695001</td>
<td>Trivandrum</td>
<td>0471-3265784</td>
<td>9349697901</td>
<td><a href="mailto:tvm@bracs.co.in">tvm@bracs.co.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Ivin Tancius</td>
<td>EMF Solutions, QLP Consulting, SP-1/324, Port Road, Sakhikulangara, Kollam</td>
<td>Kollam</td>
<td>-</td>
<td>9037887678</td>
<td><a href="mailto:emfsolutionsekm@gmail.com">emfsolutionsekm@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>N. Geetha (CS)</td>
<td>Kizhakkekoodu, Perunna P.O., Changanasherry - 686102</td>
<td>Kottayam</td>
<td>-</td>
<td>9947057498</td>
<td><a href="mailto:ngeetha91@yahoo.in">ngeetha91@yahoo.in</a></td>
</tr>
<tr>
<td>4</td>
<td>Sreelai S.R</td>
<td>BRACs Pvt. Ltd., CC NO. 567, Pavakulam temple, LFC Road, Kaloor-582017</td>
<td>Eranakulam</td>
<td>0484-2539370</td>
<td>9349697907</td>
<td><a href="mailto:ekm@bracs.co.in">ekm@bracs.co.in</a></td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Address</td>
<td>City</td>
<td>Phone</td>
<td>Email</td>
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</tr>
<tr>
<td>-----</td>
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<td>--------------------------------------------------------------------------</td>
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<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Preethy</td>
<td>Sign Digital Business Solutions, 2nd floor, Therattil pudukkaden Aipu Building, Rice Bazar-680001</td>
<td>Thriissur</td>
<td>0471-2423281</td>
<td><a href="mailto:signdigital@gmail.com">signdigital@gmail.com</a>,</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Amal Manas</td>
<td>SIP Consultus Management LLP, No. 27/473, Opp. Zone, Mavoor Road, Parayanchez, Calicut-673016</td>
<td>Kozhikode</td>
<td>0495-3193399</td>
<td><a href="mailto:info@sipconsultus.com">info@sipconsultus.com</a>, <a href="mailto:sipconsultus@gmail.com">sipconsultus@gmail.com</a>,</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>G Dileep Kumar(CA)</td>
<td>Sasi Vijayan &amp; Rajan, Vasundhara, East of Budha Junction-690101</td>
<td>Alappuzha</td>
<td>0479-2308640</td>
<td><a href="mailto:unnidileedsc@gmail.com">unnidileedsc@gmail.com</a>,</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Joseph V.U</td>
<td>V.U Joseph &amp; Co. Sophya Complex, Fish Market Road, Thodupuzha - 685584</td>
<td>Idukki</td>
<td>04862-227081</td>
<td><a href="mailto:vujosephfca1960@yahoo.com">vujosephfca1960@yahoo.com</a>,</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>M. Ratnakaran</td>
<td>Digital IT Solution, Near Karnataka Bank, Hosdurg Karhangad Kasaragod</td>
<td>Kasaragod</td>
<td>-</td>
<td><a href="mailto:rathubella@gmail.com">rathubella@gmail.com</a>,</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dennis George. V</td>
<td>Denny Business INC, Plaza Complex South Nacia, Kodungallur, Thrissur-680664</td>
<td>Thrissur</td>
<td>0480-2809053</td>
<td><a href="mailto:dennigv@yahoo.com">dennigv@yahoo.com</a>,</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Abhilash</td>
<td>Finpro, 2nd Floor, N J Complex, Tharekkad, College Road, Palakkad - 678001</td>
<td>Palakkad</td>
<td>8281369752</td>
<td><a href="mailto:dscpkd@gmail.com">dscpkd@gmail.com</a>,</td>
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<tr>
<td>12</td>
<td>Raju Chandran</td>
<td>Chartered E Tax Services, 1st Floor Malabar Gate Tower, Kancheripadi Nanjeri-676121</td>
<td>Malappuram</td>
<td>9446220757</td>
<td><a href="mailto:rajuchadana@rediffmail.com">rajuchadana@rediffmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Yours Faithfully,
For, *(n) Code Solutions-A Division of GNFC Limited

Giridhar M. Varliani
Head – PKI

*(n) Code Solutions - A Division of GNFC Ltd.
(CMMI-SVC Level 5 Certified Organization)
403, GNFC Infotower, S.G. Road, Bopal, Ahmedabad - 380 054, India.
Tel.: +91-79-2665 7916-18, 2685 4511-13, 3018 1689, 4000 7500 • Fax: +91-79-2665 4514/7321
E-mail: projects@ncode.in • Web: www.ncode.in
# National Electronic Fund Transfer (NEFT) Mandate

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>(n)Code Solutions - A Div. of GNFC Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Account Number (PAN):</td>
<td>AAACG8372Q</td>
</tr>
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</table>

## Particulars of Bank Account

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<thead>
<tr>
<th>A. Name of the Bank:</th>
<th>HDFC Bank Ltd.</th>
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</thead>
<tbody>
<tr>
<td>B. Name of the Branch:</td>
<td>Mithakhali</td>
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<td>C. Branch Code:</td>
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</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Astral Tower, Mithakhali Six Road, Navrangpura, Ahmedabad-9</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>Ahmedabad-380009</td>
</tr>
<tr>
<td>Name of the Bank officer:</td>
<td>Mr. Dev Mishra</td>
</tr>
<tr>
<td>Mobile No. of the Bank officer:</td>
<td>+91 93762 25901</td>
</tr>
<tr>
<td>Account No:</td>
<td>00060310000097</td>
</tr>
<tr>
<td>Type of Account:</td>
<td>Current Account</td>
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<table>
<thead>
<tr>
<th>9 digit MICR Code appearing on the cheque book:</th>
<th>380240002</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFSC Code:</td>
<td>HDFC0000006</td>
</tr>
<tr>
<td>Company's E-Mail id:</td>
<td><a href="mailto:accounts@nepay.in">accounts@nepay.in</a></td>
</tr>
</tbody>
</table>

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.

For (n)Code Solutions - A Div. of GNFC Ltd.

[Signature]

Authorized Signatory

Certified that the particulars furnished above are correct as per our records.

Bankers Stamp:

[Stamp]

Signature of the authorized Official of the bank

(n)Code Solutions - A Division of GNFC Ltd.

301, GNFC Infotower, Bodakdev, Ahmedabad-380 054, India.
Tel.: +91 79 2685 7316-18, 2685 4511-13, 3018 1689, 4000 7300 • Fax: +91 79 2685 4514/7321
E-mail: projects@ncode.in • Web: www.ncode.in
# List of Collection Centers in Kerala

<table>
<thead>
<tr>
<th>SL NO.</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>LOCATION</th>
<th>CONTACT NO.</th>
<th>MOB. NO.</th>
<th>e-mail ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gireesh Kumar</td>
<td>BRACs Pvt Ltd, A-80, Deepam flat, Mele Thampanoor, Statue, -695001</td>
<td>Trivandrum</td>
<td>0471-3265784</td>
<td>9349697901</td>
<td><a href="mailto:tvm@bracs.co.in">tvm@bracs.co.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Ivin Tancius</td>
<td>Emf Solutions, Qlp Consulting, SP-1/324, Port Road, Sakhikulangara, Kollam</td>
<td>Kollam</td>
<td></td>
<td>9037887678</td>
<td><a href="mailto:emfsolutionsekm@gmail.com">emfsolutionsekm@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>N.Geetha (CS)</td>
<td>Kizhakkethoppil, perunna P.O, Changanasherry-686102</td>
<td>Kottayam</td>
<td></td>
<td>9947057498</td>
<td><a href="mailto:ngeetha91@yahoo.in">ngeetha91@yahoo.in</a>,</td>
</tr>
<tr>
<td>4</td>
<td>Sreelal S.R</td>
<td>BRACs Pvt Ltd, CC NO. 587, Pavakulam temple, LFC Road,Kaloor-682017</td>
<td>Eranakulam</td>
<td>0484-2539370</td>
<td>9349697907</td>
<td><a href="mailto:ekm@bracs.co.in">ekm@bracs.co.in</a>,</td>
</tr>
<tr>
<td>5</td>
<td>Preethy</td>
<td>Sign Digital Business Solutions, 2 nd floor, Therattil pudiukkadan Aipu Building, Rice bazar-680001</td>
<td>Thrissur</td>
<td>0471-2423281</td>
<td>9020530774</td>
<td><a href="mailto:signdigital@gmail.com">signdigital@gmail.com</a>,</td>
</tr>
<tr>
<td>6</td>
<td>Amal Manas</td>
<td>SIP Consultus Management LLP, No.27/473, Opp.Zone, Mavoor Road, Parayanchey, Calicut-673016</td>
<td>Kozhikode</td>
<td>0495-3193399</td>
<td>9895327654</td>
<td><a href="mailto:info@sipconsultus.com">info@sipconsultus.com</a>, <a href="mailto:sipconsultus@gmail.com">sipconsultus@gmail.com</a>,</td>
</tr>
<tr>
<td>7</td>
<td>G Dileep Kumar(CA)</td>
<td>Sasi Vijayan &amp; Rajan, Vasundhara, East of Budha Junction-690101</td>
<td>Alappuzha</td>
<td>0479-2308840</td>
<td>9388915750</td>
<td><a href="mailto:unnidileepdsc@gmail.com">unnidileepdsc@gmail.com</a>,</td>
</tr>
<tr>
<td>8</td>
<td>Joseph V.U</td>
<td>V.U Joseph &amp; Co. Sophya Complex, Fish Market Road, Thodupuzha-685584</td>
<td>Idukki</td>
<td>04862-227081</td>
<td>9446608788</td>
<td><a href="mailto:vujosephfca1960@yahoo.com">vujosephfca1960@yahoo.com</a>,</td>
</tr>
<tr>
<td>9</td>
<td>M. Ratnakaran</td>
<td>Digital IT Solution, Near Karnataka Bank, Hosdurg Kanhangad Kasaragod</td>
<td>Kasaragod</td>
<td></td>
<td>9847082695</td>
<td><a href="mailto:rathubella@gmail.com">rathubella@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Address</td>
<td>City</td>
<td>Phone Numbers</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>----------------</td>
<td>-------------------------------------------------------------------------</td>
<td>---------------</td>
<td>--------------------------------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dennis George. V</td>
<td>Denny Business INC, Plaza Complex South Nada, Kodungallur, Thrissur-680664</td>
<td>Thrissur</td>
<td>0480-2809053 9895969053 9895081115</td>
<td><a href="mailto:dennigv@yahoo.com">dennigv@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Abhilash</td>
<td>Finpro, 2nd Floor, N J Complex, Tharekkad, College Road, Palakkad-678001</td>
<td>Palakkad</td>
<td>8281369752</td>
<td><a href="mailto:dscpkd@gmail.com">dscpkd@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Raju Chandran</td>
<td>Chartered E Tax Services, 1st Floor Malabar Gate Tower, Kancheripadi Manjeri-676121</td>
<td>Malappuram</td>
<td>9446220767</td>
<td><a href="mailto:rajuchadana@rediffmail.com">rajuchadana@rediffmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Registration Form for Digital Certificate

Customer Identification Number: ____________ (for office use only)

PLEASE TICK ANY ONE

Class 1

OR

Class 2

OR

Class 3

Validity 2 Years

OR

Validity 1 Year

Only Signing

OR

Sign & Encrypt

1. Please fill the form in English only in legible format and preferably in BLUE INK.
2. For obtaining Class 3 'In Person verification and video recording of DSC applicant' is mandatory as per CCA Guidelines.
3. As a Pre-requisite once the form is processed, please send SMS as below to any one of these no. 7226571020 / 9913597349 / 8000213227 / 7046466623.
[Customer id: [Space] CID NO. [Space] Email] [Space]
4. All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office - address and contact number of the attesting officer should be clearly visible.
5. Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
6. OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
7. Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
8. FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

Applicant Name

SURNAME

FIRST NAME

MIDDLE NAME

Unique Email ID

Unique Mobile No.

Identity Details of Applicant DOC No.

PAN Card

Driving License

Passport

Govt. ID Card

Post Office ID Card

Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer.

Tick any one and enclose the attested copy of same. (*For PAN based DSC, please provide the PAN Card details.)

Residential Address

Area / Landmark

Town / City / District

State

PIN

Contact No.

PLEASE NOTE:

*Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

DECLARATION:

1. In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
2. I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
3. I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date:

Place:

Signature of Applicant

Verified by (n)Code Office

Seal & Signature

For RA use only

RA Name, Seal & Signature

Toll Free: 1800-233-1010

Corporate Office: (n)Code Solutions, 403, 4th Floor, GNFC Info Tower, Bodakdev, Ahmedabad - 380054.
# Registration Form for Digital Certificate

**INDIVIDUAL**

Customer Identification Number: ________________ (for office use only)

## Documents Required for Verification

**Attested copy of any of the following for an Individual Application**

<table>
<thead>
<tr>
<th>Document as proof of identity (any one)</th>
<th>Document as proof of address (any one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ PAN Card</td>
<td>□ Telephone / Electricity / Water Bill</td>
</tr>
<tr>
<td>□ Driving License</td>
<td>□ Voter ID Card</td>
</tr>
<tr>
<td>□ Passport</td>
<td>□ Gas Connection</td>
</tr>
<tr>
<td>□ Govt. ID Card</td>
<td>□ Property Tax / Corporation Tax</td>
</tr>
<tr>
<td>□ Passport ID Card</td>
<td>□ Municipal Corporation Receipt</td>
</tr>
<tr>
<td>□ Post Office ID Card</td>
<td>□ Bank Statement attested by the Bank</td>
</tr>
<tr>
<td>□ Copy of Bank Account Passbook &amp;</td>
<td>□ Driving License (DL) / Registration</td>
</tr>
<tr>
<td>signed by applicant with attestation</td>
<td>Certificate (RC)</td>
</tr>
<tr>
<td>by concerned Bank Officer</td>
<td>□ Passport</td>
</tr>
<tr>
<td></td>
<td>□ Aadhaar Card (eKYC Service)</td>
</tr>
<tr>
<td></td>
<td>□ Service Tax / VAT Tax / Sales Tax</td>
</tr>
<tr>
<td></td>
<td>registration certificate</td>
</tr>
<tr>
<td></td>
<td>*Should not be older than 3 months.</td>
</tr>
</tbody>
</table>

**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**

---

(n)Code Offices

Corporate Office Ahmedabad: 079-4000 7300 • dscsales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25206622
southsales@ncode.in

Mumbai
022-22048908
mumbaisales@ncode.in

Surat
0261-2789944
suratsales@ncode.in

Toll Free: 1800-233-1010
www.ncodesolutions.com
 Annexure II

ത-തരം വിദ്യാഭ്യാസത്തിലെ അംഗീകാരം

1) ..........................................................................

   (ഓരോ പ്രദേശം ഭരണ സ്ഥാപനത്തിന്റെ ജില്ലയിലാണ്) അല്ലാതെ വകുപ്പിന്റെ കാര്യാലയത്തിൽ കണക്കാക്കുന്നതും ലംബതയായി വിദ്യാഭ്യാസത്തിൽ അംഗീകാരം അനുമതി വരുത്താനാണ്

   ..........................................................................

   ..........................................................................

2) അംഗീകാരം അനുമതി വരുത്താൻ ഉള്ള ജില്ലക്കൂട്ടാണ്

   ..........................................................................

   ..........................................................................

3) സ്ഥാനാന്തര വിദ്യാഭ്യാസകേന്ദ്രം www.etenders.kerala.gov.in സ്ഥാനാന്തര വിദ്യാഭ്യാസകേന്ദ്രം eprocurement cell-ലോ വിദ്യാഭ്യാസകേന്ദ്രത്തിൽ.

4) www.etenders.kerala.gov.in സ്ഥാനാന്തര വിദ്യാഭ്യാസകേന്ദ്രത്തിൽ അനുമതി വരുത്താൻ ഉള്ള ജില്ലക്കൂട്ടാണ്

5) ല-തരം വിദ്യാഭ്യാസത്തിലെ നിലപാടുകൾ ഉസ്തീൽ വിദ്യാഭ്യാസത്തിലെ അംഗീകാരം അനുമതി വരുത്താൻ ഉള്ള ജില്ലക്കൂട്ടാണ്

6) www.etenders.kerala.gov.in സ്ഥാനാന്തര വിദ്യാഭ്യാസകേന്ദ്രത്തിൽ അനുമതി വരുത്താൻ ഉള്ള ജില്ലക്കൂട്ടാണ്

   ലിംഗ് :

   അമ്മു :

   സേല്യം/:

   മുന്നൂർ പെരിയാർ

   പ്രസ്താവനകാരി:

   പ്രസിദ്ധീകരണപദ്ധതി:

   പ്രസിദ്ധീകരണം

   പ്രസിദ്ധീകരണപദ്ധതി: