

Classification of Digital Certificate:

Digital Certificate are classified into **3** types, **Class 1**, **Class 2** and **Class 3**.

Defined based on the purpose and the validation methods underlying the issuance of the certificate

Class 1 Certificate:

- Offers the lowest level of assurance.
- Used for non-commercial and low value transaction

Class 2 Certificate:

- Offers the mid- level of assurance
- Issuance happen based on Validation process
- Necessary supporting documents to be submitted
- Used for business personal and Individual use

Class 3 Certificate:

- Offers the highest level of assurance
- Issuance happen with rigorous Validation process
- Subscriber has to appear before the Registrant Administrator (RA)
- Used for high value transaction

Documentation requirements:

- 1) Subscription form
- 2) One Government Photo ID which **has the signature of the subscriber.**
- 3) One address proof
- 4) Proof of Right of Organization to do Business (for certificate which carries the Organization name.
- 5) Signature Verification letter of Authorized Signatory(for new proprietorship firms)

Accepted Government issued photo-id:

- 1) National id
- 2) Passport (MRP)
- 3) Birth Registration Certificate.

Accepted Address proof documents:

- 1) Utility Bill (Electric / Gas/ Telephone) <<Not less than 3 months>>
- 2) Rental Agreement. <<Valid agreement>>
- 3) Bank Passbook / Address authorized by Banker.

Proof of Right of Organization to do Business:

- Certificate of Incorporation
- Memorandum of Association
- Partnership Papers, in case of a Registered Partnership
- Tax Certificate(TIN)

Attestation:

- Both Photo ID proof and address proof should be attested by a Gazetted Officer or your Banker.
- Proof of Right should be attested by Company Secretary/ Board Chairperson/ CEO of the requesting organization. Concern Partner and proprietor can attest their respective business registration document.
- Self attested Photo of the subscriber.
- Signature Verification letter of the subscriber is required if only “Birth Certificate” is submitted.

Who can apply for a Certificate with Organization name?

- In case of a Limited Company:
Director/ MD/ CEO/ Company Secretary/ Head of IT or an employee of the company authorized to interact on behalf of their company.
- In case of a Partnership Firm:
Any of the partners of the firm whose name is registered in Partnership deed can apply for the certificate.
- In case of a Proprietorship concern:
Only the proprietor of the concern can apply for the certificate.

Note: An employee of a Partnership or Proprietorship firm with a “Registered Power of attorney” document can apply for digital certificate.

Issuance Process:

- Digital certificate for Individual are issued by validating the documents submitted against the enrollment.
- For digital certificate which carries the organization name apart from the above process there would be a telephonic verification to the board number of organization to ascertain the details provided. This call will be made by the RA to the Authorized person who has signed the subscription form.

Replacement process:

Following are the various time frames where replacement of certificates can take place:

1. Replacement within 60 days after issuance of original cert
2. Replacement outside of 60 days after issuance of original cert

One time free replacement within 60 days after issue of original certificate

1. If details in the Replacement Enrollment do not change.
 - It would be a free replacement.
 - No documents are required.
2. If any of the details in the Replacement Enrollment do change
 - It would be treated as a Fresh Enrollment.
 - All documents laid down for Issuance of Fresh Certificates are required.

Replacement outside of 60 days after issue of original certificate

1. If details in the Replacement Enrollment do not change.
 - Documents not required
 - It would be a paid replacement.
2. If any of the details in the Replacement Enrollment do change
 - It would be treated as a Fresh Enrollment
 - All documents laid down for Issuance of Fresh Certificates are required.
 - It would be a paid replacement

**Revocation:**

Customers should revoke their Digital IDs as soon as they know of or suspect a compromise, such as:

- Loss of private key
- Compromise of private key

Revocation issuance will be similar like replacement.

Renewal of Certificate:

- Only Undertaking letter is required from the subscriber if there is no change with previous enrollment.
- Additional documents to be submitted if there is any change.