

## KYC REPORT

Application No : Application Type ☐ Individual ☐ Organization ☐ Banks ☐ Government Department / Organisation

## KYC INFORMATION

1. Applicant Name : Mr./Ms/D. 2. Employee ID Number (Mandatory for Bank and Government employees) 

## APPLICANT DETAILS

3. Name of the applicant : ☐ Verified ☐ Non-Verified

## Address Visited Details

4. ☐ Office Address ☐ Verified  
☐ Residence Address ☐ Non-Verified

Location &amp; Remarks :

5. Physical Verification of the Applicant  
(Mandatory for Class III Digital Signatures) ☐ Verified  
☐ Non-Verified

Remarks :

## DOCUMENTARY EVIDENCE (Select as per Application Type) ORIGINAL VERIFIED

## For Individual

6. Valid Identity Documents : \* ☐ Passport ☐ Copy of Driving License ☐ PAN card ☐ 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 Government  
☐ Any Government issued photo ID Card bearing the signature of the individual(Please tick any one and fill the ID number and attach attested (\*\*) copy of ID proof) ID Proof Number: 7. Valid Address Proof Documents : \* ☐ a) Telephone Bill ☐ b) Electricity Bill ☐ c) Water Bill ☐ d) Gas Connection ☐  
☐ e) Bank Statements signed by the Bank ☐ f) Service Tax /VAT/Sales Tax registration certificate ☐ g) Property Tax/Corporation/Municipal corporation receipt  
☐ h) Driving Licence ☐ i) Voter ID Card ☐ j) Passport ☐ k) Certificate of Registration for owned Vehicle(Please tick any one and fill the Document number and attach attested (\*\*) copy of address proof) Doc No. Note: For A to E the date of last transaction should not be older than 3months, for S.No. F & G the same should be pertain to the current financial year.  
All documents should have the complete address for the purpose of accepting the same as proof.

## For Organization

8. Organization Documents : a) Anyone from S.No. 6  
b) ☐ Certificate of incorporation ☐ Memorandum of Association ☐ Partnership Deed ☐ Valid Business Licence  
c) ☐ Organisation Bank details from the Bank ☐ Statement of Income issued by Chartered Accountant ☐ Latest Income Tax ☐ Annual report  
d) ☐ Organisation PAN Card e) ☐ Authorisation Letter from the Organisation

## For Bank

9. a) Attested copy of anyone : ☐ Bank ID Card ☐ Passport ☐ Copy of Driving License ☐ PAN card ☐ 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 Government  
☐ Any Government issued photo ID Card bearing the signatures of the individual9. b) Attested copy of the Bank's : ☐ PAN Card 9. c) Authorisation letter in favour of the certificate applicant from the Bank ☐

## For Government Department / Organisation

10. a) Attested copy of anyone : ☐ Organisation ID Card having Employee Identification Number ☐ Department ID Card having Employee Identification Number10. b) Valid Identity Documents : \* ☐ Passport ☐ Copy of Driving License ☐ PAN card ☐ 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 Government  
☐ Any Government issued photo ID Card bearing the signatures of the individual10. c) Authorisation letter in favour of the certificate applicant from the Organisation ☐

Signature of the applicant

## KYC REPRESENTATIVE DETAILS - MEETING THE CUSTOMER

KYC Representative name	
KYC Representative Designation	
Date of Call	<input type="text"/> DDMMYYYY Date of Visit <input type="text"/> DDMMYYYY
Application form & Credentials collected	
Token delivered, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No (Specify Reason)
Signature of the Representative	
RA Details	
CA Details	eMudhra Consumer Service Limited, 12/27, First Floor, Udayappa Colony, Salem - 636 007. Tamil Nadu Phone : +91 80 4336 0000 Fax : +91 80 4227 5306 Email : info@e-Mudhra.com Website: www.e-Mudhra.com

**Affix**  
recent passport  
photograph of the  
applicant duly  
signed across

### PAYMENT DETAILS\*

#### 13. Mode of Payment \*

☐ Online ☐ Cheque/DD

#### Online Payment Details

Transaction/Reference No.	
Bank Name	
Account Type	
Amount Rs.	
Date	

#### Cheque/DD Payment Details

Cheque /DD No.	
Bank & Branch Name	
Account Type	
Amount Rs.	
Date	

### DECLARATION

I hereby agree that I have read and understood the provisions of eMudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in eMudhra repository.

Place : Signature of the Applicant

Date : Name of the Applicant :

Office Seal and Stamp

### UNDER CHECK LIST OF ORGANISATION DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION\*

- ☐ ID proof of applicant as selected in S.No 12
- True copy of any one (attested by Company Secretary OR Director OR Partner of the Organisation as applicable)
  - ☐ Certificate of Incorporation ☐ Memorandum of Association ☐ Regd. Partnership Deed ☐ Valid Business License
- True copy of any one (attested by Company Secretary OR Director OR Partner of the Organisation as applicable)
  - ☐ Annual Report ☐ Latest Income Tax Return ☐ Latest Organisation Bank details from the Bank ☐ Statement of Income issued by Chartered Accountant
- ☐ Attested Copy of the Organisation PAN Card
- ☐ Authorization letter in favour of the certificate applicant from the Organisation as per format below
- ☐ List of Partners/Members/Directors with their complete name and address details

### 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.

RA Name :

Signature :

Place :

Date : RA Seal & Stamp

### AUTHORISATION LETTER FORMAT\* (This Authorisation Letter is required on the Organisation's letterhead)

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

Date :

Dear Sir,

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 :

### CONTACT DETAILS