

Documents to be submitted

The following documents are to be submitted along with the application form to avail eMudhra eSign service.

Organization Type	Supporting Documents required along with the Application
<p>A Central/ State Government Ministry / Department or an undertaking owned and managed by Central / State Government.</p> <p style="text-align: center;">1</p>	<ul style="list-style-type: none"> • Application with Standard Terms should be signed by authorized signatory along with the seal of the official signing the document. • Go Live checklist as per the format prescribed. • Audit report by Information Security Auditor as per the format prescribed. (To be carried on ASP production application and production environment readiness.) • Digital Signature Certificate (CER file) which will be used for signing the transactions at ASP end. This should be a Class 2/3 organization DSC or Document Signer Certificate by Indian CA. In case necessary, you can purchase Class 2 Document signer certificate in PFX format from eMudhra.
<p>An Authority constituted under the Central / State Act.</p> <p style="text-align: center;">2</p>	<ul style="list-style-type: none"> • Application with Standard Terms should be signed by authorized signatory along with the seal of the official signing the document. • Copy of the act under which the organization is constituted • Go Live checklist as per the format prescribed. • Audit report by Information Security Auditor as per the format prescribed. (To be carried on ASP production application and production environment readiness.) • Digital Signature Certificate (CER file) which will be used for signing the transactions at ASP end. This should be a Class 2/3 organization DSC or Document Signer Certificate by Indian CA. In case necessary, you can purchase Class 2 Document signer certificate in PFX format from eMudhra.
<p>A Not-for-profit company / Special Purpose organization of national importance.</p> <p style="text-align: center;">3</p>	<ul style="list-style-type: none"> • Application with Standard Terms should be signed by authorized signatory along with the seal of the official signing the document. • Letter of authority, authorizing the signatory to sign documents on behalf of the organization • Documentary proof for Not-for-profit company/ special purpose organization of National importance • Go Live checklist as per the format prescribed. • Audit report by Information Security Auditor as per the format prescribed. (To be carried on ASP production application and production environment readiness.) • Digital Signature Certificate (CER file) which will be used for signing the transactions at ASP end. This should be a Class 2/3 organization DSC or Document Signer Certificate by Indian CA. In case necessary, you can purchase Class 2 Document signer certificate in PFX format from eMudhra.
<p>A bank / financial institution / telecom company.</p> <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> • Application with Standard Terms should be signed by authorized signatory along with the seal of the official signing the document. • Letter of authority, authorizing the signatory to sign documents on behalf of the organization • License issued by competent authority to run a bank / financial institution / telecom company in India • Go Live checklist as per the format prescribed. • Audit report by Information Security Auditor as per the format prescribed. (To be carried on ASP production application and production environment readiness.) • Digital Signature Certificate (CER file) which will be used for signing the

	<p>transactions at ASP end. This should be a Class 2/3 organization DSC or Document Signer Certificate by Indian CA. In case necessary, you can purchase Class 2 Document signer certificate in PFX format from eMudhra.</p>
<p>For any other legal entity registered in India.</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> • Application with Standard Terms should be signed by authorized signatory along with the seal of the official signing the document. • Annual Report of last financial year • Audited Balance sheet and P/L account for last financial year • Memorandum and articles of association along with certificate of incorporation, partnership deed or any other document in support of the Agency being a legal entity registered in India • List of names of CEO/CFO/directors/partners/trustees/person-in-charge of the agency along with the organization chart • Self-declaration stating that the entity has not been blacklisted by any State Government, Central Government, PSUs, Statutory, Autonomous, or Regulatory body in last five years AND Self-Declaration for Financial and Technical Capability, in company letter head • Letter of authority authorizing the signatory to sign documents on behalf of the organization • Description of nature of business, along with key product and/or services with brief profile of customers and/or suppliers. • Proposed model for integrating online eSign service in their application • Provide details on how the stakeholders (Customers/ subscribers / Government of India/ State Government/ UTs /Any other Stake holder) will be benefited if the entity integrating eSign service • Go Live checklist as per the format prescribed. • Audit report by Information Security Auditor as per the format prescribed. (To be carried on ASP production application and production environment readiness.) • Digital Signature Certificate (CER file) which will be used for signing the transactions at ASP end. This should be a Class 2/3 organization DSC or Document Signer Certificate by Indian CA. In case necessary, you can purchase Class 2 Document signer certificate in PFX format from eMudhra.

Note:

- All the supporting documents should be self-attested with seal of authorized signatory.
- The above list of supporting documents are indicative. eMudhra (ESP) reserves right to call for any other document on case to case basis.