

**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY  
REQUEST FORM FOR CLASS-3 CERTIFICATE FOR FOREIGN DIRECTORS.**

**USER TYPE – INDIVIDUAL**

Affix recent  
passport-size  
photograph of the  
applicant.  
Applicant to sign  
across the  
photograph.

**Instructions:**

- 1. Please fill the form in **BLOCK LETTERS**
- 2. Items marked with \* are mandatory.
- 3. For the items marked with # (Details for at least one are mandatory)

**DETAILS TO BE FILLED IN BY THE APPLICANT: \***

**FULL NAME \***  
Last Name/Surname

First Name

Middle Name

**GENDER** \*(Tick as applicable)

Male

Female

**DATE OF BIRTH:**

  
(DD)  
(MM)  
(YYYY)

**Residential Address \***

**Pin Code**

**Country**

**Telephone No.**

**Code**

**Telephone No.**



Date:

(Bank Seal)

**Annexure-B: Letter of Authority**

To,  
Tata Consultancy Services – Certifying Authority  
Tata Consultancy Services Limited  
Hyderabad

This is to certify that Mr. / Ms. \_\_\_\_\_ (Director's name) is a  
bonafide Director of \_\_\_\_\_  
(Organization name)

**Details of Attesting Authority (Company secretary)**

Name \_\_\_\_\_

Profession \_\_\_\_\_

Professional Membership No \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**Signature with Stamp/Seal**

**CHECKLIST FOR INDIVIDUAL TYPE OF CERTIFICATE**

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

**NOTE:** NOTARIZATION TO BE DONE BY NOTARY PUBLIC OF RESPECTIVE COUNTRY.

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1(a)	<p><b><u>IN CASE OF FOREIGN DIRECTOR/FOREIGN CITIZEN RESIDING IN INDIA</u></b> (Any one or more copies duly NOTARIZED BY <b><u>NOTARY PUBLIC</u></b> of the respective country, where the Director is resident of)</p> <p><b><u>Photo Identification Proof:</u></b></p> <p>Passport with VISA details</p> <p>Driving License</p> <p>Social Security Number</p> <p>Citizen Card</p> <p>PAN or Equivalent Tax Card of the respective country, where the Director is Citizen of.</p> <p><b><u>Residence Proof:</u></b></p> <p>Lease agreement/Property Documents</p> <p>Telephone Bill</p> <p>Electricity Bill</p> <p>Driving License.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
1(b)	<p><b><u>IN CASE OF INDIAN CITIZEN/INDIAN DIRECTOR RESIDING IN ABROAD</u></b> (Any one or more copies duly NOTARIZED BY <b><u>NOTARY PUBLIC</u></b> of the respective country, where the Director is resident of)</p> <p><b><u>Photo Identification Proof:</u></b></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

**SADHVI DIGITAL SOLUTIONS**

# 10, Dhanalakshmi Complex, near Sangeeth Mahal, Subramaniyapuram, Trichy -620020  
Ph: 0431- 3204292 Cell: 9600026062 / 9043164054

	<p>Passport with VISA details</p> <p>Driving License</p> <p>Social Security Number</p> <p>Citizen Card</p> <p><u>Residence Proof:</u></p> <p>Passport copy</p> <p>Driving License</p> <p>Electricity Bill</p> <p>Telephone Bill</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
1(C)	<p><b><u>IN CASE OF FOREIGN DIRECTOR/FOREIGN CITIZEN RESIDING IN ABROAD</u> copies</b> <b>duly NOTARIZED BY NOTARY PUBLIC</b> of the respective country, where the Director is resident of)</p> <p><u>Photo Identification Proof:</u> (Any One copy)</p> <p>Passport with VISA details</p> <p>Driving License</p> <p>Citizen Card</p> <p><u>Residence Proof:</u> (Any one copy)</p> <p>Passport with VISA details</p> <p>Driving License</p> <p>Electricity Bill</p> <p>Telephone Bill</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
2	<p>Online Certificate Enrollment Form with Request Number.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
3	<p>Annexure-A Letter of Authority duly attested by the Banker where the Director holds valid bank account.</p> <p>(OR)</p> <p>Annexure-B Letter of Authority duly attested by the Company secretary where Director doesn't have bank account.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

**Instructions**

1. All subscribers are advised to read Certificate Practice Statement of CA.
2. The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart Card etc.) by login as same computer user account from where the request was initiated.
3. After placing an online request for a certificate, the following activities shall not be carried out until the certificate is successfully downloaded:
  - Formatting of the computer
  - Deletion of computer user account used to logon when the request was initiated
  - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
4. The certificate must not be shared with others or used by them on your behalf.
5. If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
6. Application form must be submitted in person.
7. Incomplete/Inconsistent application is liable to be rejected.

**Declaration**

I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate.

Date:

Place:

Signature of the Applicant

**TO BE FILLED BY RA OFFICE**

The above details have been verified and found to be correct.

**Signature of RA Office**

Name:

Date:

**SADHVI DIGITAL SOLUTIONS**

# 10, Dhanalakshmi Complex, near Sangeeth Mahal, Subramaniyapuram, Trichy -620020  
Ph: 0431- 3204292 Cell: 9600026062 / 9043164054

This certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the Office at the following address:

Duly mark the envelope as 'APPLICATION FOR CLASS III DIGITAL CERTIFICATE'

**SADHVI DIGITAL SOLUTIONS**  
# 10, Dhanalakshmi Complex, near Sangeeth Mahal, Subramaniyapuram, Trichy -620020  
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