



**IMPORTANT INSTRUCTIONS FOR FILLING UP AND SUBMITTING THE FORM**

(This is for DSC for Income-Tax/MCA/RoC/Provident Fund/Basic Purposes for Indian Individual with Indian Address.)  
 (If you need the same for foreign Individual or for NRI or any Indian outside India, please see [foreigner form](#))  
 [For any other digital signature, please see our website <http://www.digitalsignaturegallery.in/> ]

**FORM**

1. Take a printout of the above form. It is OK if you take either a black and white *OR* a colour printout.
2. At the top part, ignore the part for class, request id.
3. Fill the form with hand in **BLUE** pen only. Do not use any other colour pen anywhere in the form as that will lead to rejection. Do not type. You need to fill the form manually.
4. Fill Section 1, Section 2 and Section 3 only. Ignore Section 4 and Office Use Section.
5. Stick latest passport-size color photo at top right as indicated.
6. Applying Individual (Subscriber) should sign in i) Section 3 and ii) Across the photo (half on photo and half on form). Again, use **BLUE** pen only for all signatures. Signature should match with the one recorded in PAN/Passport/Driving Licence/other photo id proof (pls see documentation below.)
7. DO NOT overwrite. DO NOT cancel anywhere. DO NOT use white-ink. Overwriting/cancellation/use of white-ink will lead to rejection.
8. Submit physically filled in forms and attested documents. Scanned copies or printout of scanned copies are NOT ACCEPTABLE. Photocopies of attested documents are NOT ACCEPTABLE.
9. Please pay as per applicable [pricing on page 3](#) and using [payment options on page 3](#)

**DOCUMENTATION**

Submit following documents along with form:

**1) Photo-Identity + Signature Proof of Subscriber (Applying Individual) -**

**Photocopy of Any One of** i) PAN **OR** ii) Passport **OR** iii) Driving Licence **OR** iv) Post Office ID Card **OR** v) Bank Passbook with photo and signature

Note: If digital signature is required for income tax purposes, PAN copy is mandatory.

**2) Address Proof of Subscriber (Applying Individual) –**

**Photocopy of Any One of** i) Passport **OR** ii) Driving Licence **OR** iii) Electricity Bill not older than past 2 months **OR** iv) Telephone Bill not older than past 2 months **OR** v) Water Bill not older than past 2 months **OR** vi) Gas connection not older than past 2 months **OR** vii) Bank statement not older than past 2 months **OR** viii) Voter ID Card **OR** ix) Aadhar Card

**ATTESTATION**

Each page of the id and address proof photocopies as mentioned above should have **BOTH** the following attestations in **BLUE pen** :

- 1) Attestation by any one of Bank Officer (from any bank – private or public or co-operative bank) **OR** Gazetted Officer **OR** Postmaster - showing name, designation and organization stamp. Also contact number of attesting officer should be mentioned (either landline number or mobile number.) **AND**
- 2) Self-attestation by applying individual in addition to above attestation

**Note:** i) Attestation by Notary/CA/CS/Lawyer/SEO/Nagar Sevak/SEM is NOT VALID.

ii) When bank documents are submitted, attestation must be by that bank only. In case of other documents, attestation can be by any officer of any bank **OR** gazetted officer **OR** postmaster.

iii) [Click here if you want to see list of gazetted officers permitted](#)

**PRICING:**

For pricing, kindly write to [dsc\[at\]digitalsignaturegallery\[dot\]in](mailto:dsc[at]digitalsignaturegallery[dot]in)

**PAYMENT OPTIONS:**

You can pay by NEFT/RTGS (net banking)/IMPS/cheque/Demand Draft (DD)/Pay Order (PO)/by cash at out office. Our bank details are as follows:

Payable To:	<b>"Sparkpace Technology and Business Solutions"</b>
Bank:	ICICI Bank, Fort branch, Mumbai
Current Account Number:	623505385587 (Total 12 digits)
IFSC Code:	<b>ICIC0006235</b> (Total 11 characters; note the three zeroes; also note that the code begins with "ICIC" and not "ICICI")
MICR Code:	400229016 (Total 9 digits; note the double zero and double two)

You can deposit cheque in any ICICI bank branch. Please mention our account no. behind the cheque. Please do not deposit cash in our bank account. If you want to pay cash you can pay at our office.

**IMPS Details (Fastest means of payment available 354X24X7): [Recommended if you want your digital signature faster]**

MMID: (7-digit Mobile Money Identifier)	9229763
Mobile No.:	9619829298

**OFFICE ADDRESS:**

You can hand-deliver forms and payment or send them by courier/speed-post to our office address as below:

Sparkpace Technology & Business Solutions,  
407, Shradha Building,  
4th Floor,  
272 Samuel Street,  
Masjid(West),  
(Close to Railway Station),  
Mumbai - 400003,  
Maharashtra , India

Mention our contact nos. 961982928 and 022-23429298 on the envelope.

**NOTE:**

- This form is for obtaining digital signature in individual name for Indian individual with Indian address and Indian attestation.
- Please confirm with the appropriate authority whether this digital signature is applicable for your specific purpose(s)
- If you need any other digital signature, please visit our website [www.digitalsignaturegallery.in](http://www.digitalsignaturegallery.in)
- Service and Charges are for providing digital signature/token as ordered. It does not include guidance on usage of digital signature over any website or portal or software or application, nor does it include any other service/product (unless that is separately and additionally purchased).
- Form last updated on 1<sup>st</sup> January, 2016
- By downloading and/or submitting the form, you convey your acceptance to our [terms and conditions](#) and [privacy policy](#) mentioned on our website.