

**A) Please fill the form in English only and In BLUE INK ONLY**

- Note :
- 1) Failure to sign in **BLUE INK** or submission of incomplete form will lead to rejection by CCA India.
  - 2) All signatures including DSC subscriber & authorized person should be with **BLUE INK** only.
  - 3) **Whitener & Correction** is not acceptable on Application form.

In respect of Verification of identity credentials of Foreign Nationals applying for Digital Signature Certificates under IT Act 2000, the following method shall be followed.

**Hague Convention/ Apostille Treaty:** is an international treaty drafted by the Hague Conference on Private International Law. It specifies the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.

**(B) Verification of identity and address documents for foreign nationals:**

<p><b>(1) Foreign national is residing in native country</b></p> <p>If native country is a signatory of Hague Convention: For attestation, proof of identity, address proof and photo on DSC application should be notarized by the Public Notary of that foreign country and apostilled by the competent authority of that foreign country. If native country is not a signatory of Hague Convention: For attestation, proof of identity, address proof and photo on DSC application should be notarized by the Public Notary of that foreign country and consularized by the competent authority of that foreign country. Documents required: Passport, Application form with Photo (all attested).</p>	<p><b>(2) Foreign national residing in India</b></p> <p>The following documents should be certified by Individual's Embassy</p> <ol style="list-style-type: none"> <li>1. Resident Permit certificate issued by Assistant Foreigner Regional Registration Officer, an officer of Bureau of Immigration India.</li> <li>2. Passport</li> <li>3. Visa</li> <li>4. Application form with Photo(attested)</li> </ol>
<p><b>(3) Foreign national neither in India nor in the native country</b></p> <p>The following documents should be certified by the local embassy of the country to which the person belongs</p> <ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Visa</li> <li>3. Application form with Photo(attested)</li> </ol>	<p><b>(4) Foreign Nationals holding OCI passport</b></p> <p>For foreign nationals with Indian dual citizenship (OCI passport issued by Govt of India and living in India)</p> <ol style="list-style-type: none"> <li>1. For DSC with Indian address, the identity and address proof requirements shall be same as Indian nationals living in India.</li> <li>2. For DSC with foreign address, the copy of their native country passport shall be treated as identity and address proof.</li> <li>3. No apostillisation and consularisation is required.</li> <li>4. For DSC application and attestation requirements shall be same as Indian nationals living in India.</li> <li>5. If applicant not in India then he/she will have to follow the process of a foreign DSC applicant</li> </ol>

**C) Physical verification of persons for Class 3 DSC for foreign nationals:**

For Class 3 Physical verification, a CA should make available a tamper proof video capture facility in CA application. The video recording of interactive session with DSC applicant by using the facility provided by CA application should not be less than 20 seconds. The CA should verify the same prior to issuance of DSC to DSC applicant.

**D) Verification of persons for Class 2 DSC for foreign nationals**

Email address & Mobile Number given in Digital Signature Certificates (DSC) application form should be unique.  
Note: Email address & Mobile Number will be verified by CCA India & after verification DSC will be issued.

**E) Payment of DSC:**

1) Cheque in favour of "TaxGuru eFiling Services". Send along with the form

2) NEFT Details :

a) Bank Name	Bank of India
b) Branch	Null Bazar
c) IFSC Code	BKID0000060
d) Company Name	TaxGuru eFiling Services
e) Current A/c No.	006020110000335

**(Please email us Transaction ID of payment made through NEFT on [dsc@mytaxguru.net](mailto:dsc@mytaxguru.net))**