

**Procedure for application of Digital Certificate**

1. Download the Application Form for Digital Certificate based on the type of Organization you represent and follow the necessary instructions mentioned in the Application Form
2. Fill in the Application Form for Digital Certificate
3. Attach your passport sized photograph and sign across on the first page of the Application Form
4. Attach the necessary supporting documents as mentioned in the Application Form
5. All supporting documents are to be Self-Attested **And also attestation by the others like “postmaster, gazette officer or bank manager” is must with their rubber stamp. Form should be filled and signed by BLUE INK only**
6. Send the supporting documents along with a Demand Draft / Pay Order of Rs. 2,750/- (for 1-year validity Class II) or 3,650/- (for 2- y e a r validity Class II) or Rs. 4,700/- (for 1-year validity Class III) or 6,700/- (for 2- y e a r validity Class III) in favour of **Nextenders (India) Pvt. Ltd.** payable at **Mumbai** to any of the following address:

<b><u>Mumbai</u></b>	<b><u>Pune</u></b>
Mr. Aziz Kariyania / Mr. Nitin Sable / Ms. Pooja Dubey <b>Adweb Techno-Trade Pvt. Ltd.</b> 309, Krishna Commercial Center 6, Udyog Nagar, Off S. V. Road Goregaon (West) Mumbai – 400 062	Rajendra Hirve/Anjali Hirve/Om Gadekar <b>Adweb Techno-Trade Pvt. Ltd.</b> Office No. 2, IIInd Floor, Chandravati Chambers, S. No. 695 B, Opp. Chitale Sadan, Kumthekar Road, Sadashiv Peth, Pune - 411 030 India.

7. In case of any clarifications required, please contact following on the below details

<b><u>Mumbai</u></b>	<b><u>Pune</u></b>
Mr. Aziz Kariyania / Mr. Nitin Sable / Ms. Pooja Dubey Cell: 98203 98781 / 92234 00489 Land Line: 022-42978016/ 022-	Rajendra Hirve/Anjali Hirve/Om Gadekar Cell: +918805608989 / +918805708989 email: dc.pune@adwebtech.com

42978039/ 022-42978036

e- Mail: dc@adwebtech.com

**Notes:**

- 1. The Users can use any valid Class – II / Class – III Digital Certificate issued by any Certifying Authorities registered with Controller of Certifying Authorities of Government of India.**
- 2. The Users should have both Signing and Encryption certificate to perform activities on the portal**
- 3. Price quoted above is our pricing for issuance of dual Class – II and Class –III Digital Certificate valid for one (1) year and two (2) years issued by Safescrypt Limited along with e-Token.**
- 4. It may take up to a maximum of seven (7) working days to issue the Digital Certificate after receiving all the necessary documentation along with the payment.**
- 5. To be able to use Dual Class – II / Class – III Digital Certificates (SHA-256 Hash Algorithm and 2048 bit RSA Key Digital Signature Certificates) the Users are required to use Windows XP Service Pack 3 / Windows Vista / Windows 7/ Windows 8 Operating System.**
- 6. In case of renewal of Digital Certificate, the same process of documentation and payment is required to be followed. In case the Applicants do not want a new e-Token and wish to use their existing e-Token at the time of renewal of Digital Certificate, then the Demand Draft / Pay Order of Rs. 2,000/- (for 1 year validity Class II) or Rs 2,900 (for 2 year validity Class II) or Rs. 3,950/- (for 1-year validity Class III) or Rs 6,000 (for 2-year validity Class III) along with the e-Token should be sent along with the documentation and payment. If new e-Token is required charges will be same as new Digital Certificate purchase.**
- 7. Users are also requested to refer RCAI (Root Certifying Authority of India) Validation Guide**