

**Application for Class 3 Authorised Individual Subscriber Digital Signature Certificate****To Be Filled By Authorised Individual Applicant in Block Letters**1. *Full Name (As per documents) _____
Last Name/Surname First Name Middle Name2. Have you ever known by any other Name? If yes _____
Last Name/Surname First Name Middle Name

3. *Address (Mandatory) As per Address proof	A. *Residential (Mandatory)	B. *Office (Mandatory)
Name of Office (as per MOA/Deed/Bank Letter)		
Flat/Door/Block No.		
Name of Premises/Building/Village		
Road/Street/Lane/Post Office		
Town/City/District		
PIN		
State/Union Territory		
Telephone Number		
Fax		
Mobile Number		

4. *Address for Communication (Mandatory): Tick as applicable A () or B () (Attach Address Proof in Applicants Name and Organisation Name)5. *Father's Name (As per documents) _____
Last Name/Surname First Name Middle Name

6. *Sex: Male/Female _____ 7. *Date of Birth (dd/mm/yyyy) ____/____/____ (As per documents)

8. *Nationality _____ 9. In case of foreign national, visa details _____

10. Credit card details (optional): Type _____ Number _____ Issued by _____

11. *E-mail Address (Mandatory) _____ (Valid email id and to be written legibly)

*Re-write E-mail Address in BLOCK LETTERS _____

12. Organisation Web URL address (optional): _____

13. Passport Details #: Number _____ Issuing Authority _____ Expiry Date _____

14. Income Tax PAN # _____ 15. Voter Identity card No. #: _____

16. *Employee Id Card No. _____ 16. Driving License Number #: _____

17. ISP details (optional): _____
ISP Name Web Site Address Your User Name at ISP

18. Personal Web Page URL (optional): _____

19. *Bank Details _____
Bank Name Branch Bank Account No. Account Type20. Type of Digital Signature required: **Class 3 Authorised Individual Subscriber (2 Years)** 21. Mode of Payment: **Prepaid Coupon**

22. *Organization Name (as per MOA/Deed/Bank Letter) _____

20. I hereby declare that I have read the Subscriber Agreement attached to this form and accept the conditions therein

Date ____/____/____ (dd/mm/yyyy)

Signature of the Applicant

Shakambaree Traders Pvt. Ltd.



SUBSCRIBER AGREEMENT

YOU MUST READ THIS SUBSCRIBER AGREEMENT BEFORE APPLYING FOR, ACCEPTING, OR USING A CERTIFICATE FROM MTNL TRUSTLINE. IF YOU DO NOT AGREE TO THE TERMS OF THIS SUBSCRIBER AGREEMENT, DO NOT APPLY FOR, ACCEPT, OR USE THE CERTIFICATE.

This Subscriber Agreement details the terms and conditions regarding Your application ("Certificate Application") for a Certificate and, if MTNL TRUSTLINE accepts Your Certificate Application, the terms and conditions regarding Your use of the Certificate to be issued by MTNL TRUSTLINE to You as "Subscriber" of that Certificate.

This Subscriber Agreement will become effective upon your submission of the Certificate Application to MTNL TRUSTLINE or an MTNL TRUSTLINE RA. By submitting Your Certificate Application You are requesting MTNL TRUSTLINE to issue a Certificate to you and are expressing your agreement to the terms of this Subscriber Agreement.

1. DESCRIPTION OF CERTIFICATES. A Certificate is a digitally signed message that contains a Subscriber's public key and associates it with information authenticated by MTNL TRUSTLINE or an MTNL TRUSTLINE RA. MTNL TRUSTLINE under this Agreement offers three distinct classes ("Classes") of Certificates, Classes 1, 2, and 3. Each class, of Certificates provides specific functionality and security features and corresponds to a specific level of trust.

1.1 CLASS 1 CERTIFICATE. Class 1 Certificates are issued to Individuals with valid e-mail addresses. Class 1 validation procedures are based on the assurance that the subscriber's Distinguished Name (DN) is unique and unambiguous within MTNL TRUSTLINE Repository and that the e-mail address in the DN is associated with the Public Key in the Certificate.

1.2 CLASS 2 CERTIFICATES. Class 2 Certificates are issued to Individuals, and Devices. Class 2 validation procedures are based on the assurance that subscriber's Distinguished Name (DN) is unique and unambiguous within MTNL TRUSTLINE Repository and that the identity of the Subscriber based on information provided by the Subscriber in the Certificate Application does not conflict with the information in a MTNL TRUSTLINE approved and well recognized business or consumer database(s) (Validating Database).

1.3 CLASS 3 CERTIFICATES. Class 3 Certificates are issued to Individuals, Organizations, Servers, Devices, and Administrators for CAs and RAs. The validation procedures for Class 3 Certificates issued to Individuals are based on the personal (physical) presence of the Subscriber before a MTNL TRUSTLINE authorized person that confirms the identity of the Subscriber using a well-recognized form of government issued identification and one other identification credential.

1.4 TEST CERTIFICATES. In addition to the three Classes of Certificates described above, MTNL TRUSTLINE also offers "Test" certificates to its Subscribers. These "Test" certificates are solely intended for evaluating the technical implementation of MTNL TRUSTLINE PKI and ascertaining the interoperability of MTNL TRUSTLINE Certificates with various applications and are not to be used or relied upon for any other purposes.

2. CERTIFICATE APPLICATION PROCESSING. Upon MTNL TRUSTLINE's receipt of the necessary payment and upon completion of authentication procedures required for the Certificate you have applied for, MTNL TRUSTLINE will process Your Certificate Application. MTNL TRUSTLINE will notify you whether Your Certificate Application is approved or rejected.

3. OBLIGATIONS. 3.1 MTNL TRUSTLINE OBLIGATIONS. MTNL TRUSTLINE agrees to: i. Perform the specific obligations described throughout the MTNL TRUSTLINE CPS.

- ii. Maintain Your Certificate and associated CRL in a 'X.500' compliant directory with LDAP access.
iii. Regularly update the 'National Repository of Digital Certificates' (NRDC) about the Issuance, Revocation, or suspension of Digital Certificates.
iv. Not disclose information provided by you to any third party unless the disclosure is with your prior approval or is forced by a court order or other legal requirement.

3.2 YOUR OBLIGATIONS. You, as the Subscriber of a Certificate from MTNL TRUSTLINE, agree to:

- i. Provide complete and accurate information in Your Certificate Application;
ii. Assent to this MTNL TRUSTLINE Subscriber Agreement as a necessary pre-condition for obtaining a Certificate from MTNL TRUSTLINE.
iii. Perform Subscriber functions in accordance with the specific obligations appearing throughout the MTNL TRUSTLINE CPS.
iv. Use Your Certificate(s) in accordance with MTNL TRUSTLINE CPS § 1.3.4.
v. Protect your private key(s) in accordance with MTNL TRUSTLINE CPS §§ 6.1, 6.2, 6.4.
vi. If You discover or have reasons to believe that there has been a compromise of Your private key or the activation data protecting such private key, or the information within the Certificate is incorrect or has changed, then You will promptly notify the entity that approved Your Certificate Application in accordance with MTNL TRUSTLINE CPS § 4.4.1.1 and request Revocation of the Certificate in accordance with MTNL TRUSTLINE CPS § 3.4.1.4.3.1, and notify any person that may reasonably be expected by You to rely on a digital signature verifiable with reference to Your Certificate.
vii. Cease use of your private key(s) at the end of the key usage periods in accordance with MTNL TRUSTLINE CPS § 6.3.2.

You also agree not to intentionally monitor, interfere with, or reverse engineer the technical implementation of MTNL TRUSTLINE or otherwise intentionally compromise the security of the MTNL TRUSTLINE PKI.

4. WARRANTIES. 4.1 MTNL TRUSTLINE WARRANTIES. MTNL TRUSTLINE warrants to you that:

- i. There are no material misrepresentations of fact in the Digital Certificate known to or originating from MTNL TRUSTLINE or its Sub-CAs or RAs,
ii. There are no errors in the information in the Digital Certificate that were introduced by MTNL TRUSTLINE or its Sub-CAs or its RAs while approving the Certificate Application or issuing the Digital Certificate as a result of a failure to exercise reasonable care in managing the Certificate Application or creating the Digital Certificate,
iii. Your Digital Certificate(s) meet all material requirements of the MTNL TRUSTLINE CPS, and
iv. Revocation services and use of the Repository conform to the MTNL TRUSTLINE CPS in all material aspects.

4.2 YOUR WARRANTIES. You warrant to MTNL TRUSTLINE and anyone who relies on Your Certificate that:

- i. Each digital signature created using the private key corresponding to the Public Key listed in the Digital Certificate is Your digital signature and the Digital Certificate has been accepted and is operational (not expired or revoked) at the time the digital signature is created,
ii. You have been (since the time of its creation) and will remain the only person possessing Your private key and no unauthorized person has had or will have access to Your private key,
iii. You have been (since the time of its creation) and will remain the only person possessing any challenge phrase, PIN, software, or hardware mechanism protecting Your private key and no unauthorized person has had or will have access to the same,
iv. All representations made by You in the Certificate Application are true,
v. All information supplied by You and contained in the Digital Certificate is true,
vi. The Digital Certificate is being used exclusively for authorized and legal purposes, consistent with the MTNL TRUSTLINE CPS, and
vii. You are an End User Subscriber and not a CA, and will not use the private key corresponding to the Public Key listed in Your Digital Certificate(s) for purposes of digitally signing any Digital Certificate (or any other format of certified Public Key) or CRL, as a CA or otherwise.

5. DISCLAIMERS OF WARRANTIES. You agree that your use of MTNL TRUSTLINE's service(s) is solely at your own risk. You agree that all such services are provided on an "as is" and as available basis, except as otherwise noted in this subscriber agreement.

6. INDEMNITY. You agree to release, indemnify, defend and hold harmless MTNL TRUSTLINE and any of its contractors, agents, employees, officers, directors, shareholders, and assigns from all liabilities, claims, damages, costs and expenses, including reasonable legal fees and expenses, of third parties relating to or arising out of (i) This Subscriber Agreement or the breach of Your warranties, representations and obligations under this Subscriber Agreement, (ii) Falsehood or misrepresentation of fact by You on the Certificate Application, (iii) Failure to disclose a material fact on the Certificate Application if the misrepresentation or omission was made negligently or with intent to deceive any party, (iv) Any intellectual property or other proprietary right of any person or entity, (v) Your failure to protect the private key, or use a trustworthy system, or to take the precautions necessary to prevent the compromise, loss, disclosure, modification or unauthorized use of the private key under the terms of this Subscriber Agreement.

7. LIMITATIONS OF LIABILITY. This section applies to liability under contract (including breach of warranty), tort (including negligence and/or strict liability), and any other legal or equitable form of claim. If you initiate any claim, action, suit, arbitration, or other proceeding relating to services provided under this agreement, and to the extent permitted by applicable law, MTNL TRUSTLINE's total liability for damages sustained by you and any third party for any use or reliance on a specific certificate shall be limited, in the aggregate, to the amounts set forth below: CLASS 1 (INR 1,000), CLASS 2 (INR 5,000) CLASS 3 (INR 15,000).

8. FIDUCIARY RELATIONSHIPS (NOPARTNERSHIP). MTNL TRUSTLINE expressly disclaims any intention to create a partnership, employer/ employee relationship, joint venture, joint enterprise, or fiduciary relationship with MTNL TRUSTLINE or MTNL TRUSTLINE Enterprise RA Customer or MTNL TRUSTLINE Enterprise Sub-CA Customer on one hand and You (Subscriber) on the other hand.

9. FORCE MAJEURE. Except for payment and indemnity obligations hereunder, neither party shall be deemed in default hereunder, nor shall it hold the other party responsible for, any cessation, interruption or delay in the performance of its obligations hereunder due to earthquake, flood, fire, storm, natural disaster, act of God, war, armed conflict, terrorist action, labor strike, lockout, boycott, provided that the Party relying upon this Section 7 shall have given the other party written notice thereof promptly and, in any event, within five (5) days of discovery thereof and (ii) shall take all reasonable steps reasonably necessary under the circumstances to mitigate the effects of the force majeure event upon which such notice is based, provided further, that in the event a force majeure event described in this Section 7 extends for a period in excess of thirty (30) days in aggregate, the other party may immediately terminate this Subscriber Agreement.

10. SEVERABILITY. You agree that the terms of this Subscriber Agreement are severable. If any term or provision is declared invalid or unenforceable, in whole or in part, that term or provision will not affect the remainder of this Subscriber Agreement; this Subscriber Agreement will be deemed amended to the extent necessary to make this Subscriber Agreement enforceable, valid and, to the maximum extent possible consistent with applicable law, consistent with the original intentions of the parties; and the remaining terms and provisions will remain in full force and effect.

11. GOVERNING LAW. You and MTNL TRUSTLINE agree that the information technology act 2000, information technology (certifying authorities) rules 2000 and information technology (certifying authority) regulations 2001, and any subsequent updates shall govern all services provided under this agreement.

12. DISPUTE RESOLUTION. To the extent permitted by law, any and all disputes, claims or controversies arising out of or in any way connected with this agreement, its negotiation, performance, breach, existence, termination or validity shall be resolved by a meeting between the parties attended by individuals with decision making authority regarding the dispute, to attempt in good faith to negotiate a resolution of the dispute. If the parties are not successful in negotiating a resolution of the dispute within 30 days after such meeting, they must submit the dispute to the controller of certifying authorities (cca). Under the IT Act 2000, the controller of certifying authorities (cca) is authorized to resolve disputes arising out of CA services.

13. NON-ASSIGNMENT. Except as otherwise set forth herein, Your rights under this Agreement are not assignable or transferable. Any attempt by Your creditors to obtain an interest in Your rights under this Subscriber Agreement, whether by attachment, levy, garnishment or otherwise, renders this Subscriber Agreement voidable at MTNL TRUSTLINE's option.

14. SURVIVAL. This Subscriber Agreement shall be applicable for as long as the Certificate remains valid and You have not breached any provision of this Subscriber Agreement. All payment obligations shall survive any termination or expiration of this agreement.

15. PRIVACY. You agree that MTNL TRUSTLINE may place in Your Certificate certain information that You provide for inclusion in Your Certificate. You also agree that MTNL TRUSTLINE may publish Your Certificate and information about its status in MTNL TRUSTLINE's repository of Certificate information and make this information available to other repositories.

16. MODIFICATIONS TO AGREEMENT. Except as otherwise provided in this Subscriber Agreement, You agree, during the term of this Subscriber Agreement, that MTNL TRUSTLINE Management may (i) Revise the terms and conditions of this Subscriber Agreement; and/or (ii) Change part of the services provided under this Subscriber Agreement at any time. Any such revision or change will be binding and effective seven (07) days after posting of the revised Subscriber Agreement or change to the service(s) on MTNL TRUSTLINE's web site, or upon notification to You by e-mail or postal mail.

17. NOTICES. You will make all notices, demands or requests to MTNL TRUSTLINE with respect to this Subscriber Agreement in writing to: MTNL TRUSTLINE Subscriber Notice, Mahanagar Telephone Nigam Limited, Physical RA, Sanchar Haat, Eastern court, New Delhi-110 050. Ph No 91 11 23718637, Fax 91 11 23718636, Help Desk - 1600118855 (Toll free), e-mail: feedback@mtnltrustline.co.in

Date : / / (dd/mm/yyyy)

Place : Signature of the Applicant (Full Name in Block Letters)



(Organization's Letter Head)

Authorization for Class 3 Authorised Individual Digital Certificate

To
The Registration Authority
MtnlTrustLine Certification Authority
Mahanagar Telephone Nigam Ltd

It is to certify that :

1. Shri/Smt. _____ (in block letters) is employed on regular basis in _____ (name of organization in block letters) with its office located at _____ (organization's address) and is authorized to incorporate the name of this organization in his Class 3 Authorised Individual digital certificate.
2. His employee photo identity card number _____ issued by this organization is valid till _____. Copy of Employee's attested photo ID card is also enclosed.

OR

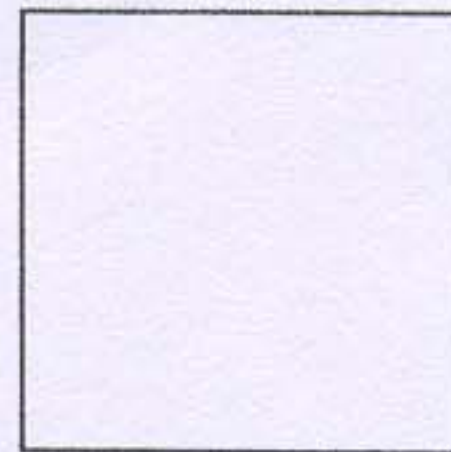
This Organization does not issue Identity Card, However, the Photo of the Applicant is herein attested below.

3. This organization also undertakes to communicate to mtnlTrustline Central Registration Authority for seeking revocation of this digital certificate in case of the termination of services of this employee or for any other reason requiring the same.
4. MtnlTrustLine Certifying Authority (MTNL) is hereby indemnified against any losses, costs, damages in connection with any civil or criminal act attributed directly or indirectly by virtue of incorporation of their organization's name in the digital certificate to be issued against this authorization.

Dated _____
Name of Authorized Signatory _____
Address _____

Telephone Number _____
FAX _____
Email _____

Signatures of the Authorized Signatory



Photograph of the Applicant
Attested
by the Authorized Signatory

- a. For companies registered under the Companies Act – Authorization letter can be signed by another Director / CEO / Chairman / Company Secretary of the company. Resolution to be enclosed in this respect.
Format of Resolution "Resolved that Sri _____ be and is hereby authorised to apply for a Class III digital Signature and is also authorized to incorporate the name of this organization in his Class 3 Authorised Individual digital certificate." "Further that Sri _____ be and is hereby authorised to certify and/or attest the necessary documents in this behalf."
- b. For partnership firms – Authorization letter can be signed by another Partner of the firm.
- c. For sole proprietorship concerns – Authorization letter can be signed by the proprietor even if the Applicant is himself/herself.

**List of Enclosures:****Document 1.** Copy of any **TWO** of the following in the **Applicants Individual's Name:** (Self Attested)

- 1) Valid Passport 2) PAN Card 3) Voter ID Card 4) Driving License - Any Two

Document 2. Copy of any one of the following for Residence Proof in the **Applicants Individual's Name:** (Self Attested)

- 1) Water
2) Electricity
3) Power
4) Telephone
5) Credit Card
6) Passport
7) Voter ID Card
8) Driving License

Document 3. Copy of any one of the following for **Organization's Address Proof** in the **Organization's Name:** (Attested by Director/Partner/Proprietor/CEO)

- 1) Water
2) Electricity
3) Power
4) Telephone
5) Credit Card

Document 4. Authorization Letter as per Format given in the earlier page.**Document 5.** Attested copy of Employee Photo ID Card. (If your Organisation does not have any Identity Card than you can use the Performa below or an authorization letter from the head of the Organisation in the name of the applicant with photo duly Attested).**Document 6.**

- **In case of Company** – Copy of Certificate of Incorporation & Memorandum of Association attested by Director.
- **In case of Partnership** – Attested copy of Partnership deed.
- **In case of Proprietorship** – A banker's attestation of the name of the sole proprietorship concern and the signature of the sole proprietor. **Suggested Format** "The signature of Sri _____, Proprietor of M/s. _____ (Proprietorship Concern) is hereby attested on the basis of records maintained with this bank, M/s _____, a proprietorship concern is having a Current Account with us being Account Number _____"

PERFORMA IDENTITY CARD

IDENTITY CARD			
PHOTOGRAPH	Identity Card No.		
	Name		
	Designation		
	Residential Address		
	Date of Birth		
	Date of Issue		
	Validity Till		
Office Address		For	
		Seal & Signature	Designation

**Checklist: Class 3 Authorised Individual Subscriber**

S.No	CHECKLIST	INITIAL OF RA
APPLICATION FORM, SUPPORTING DOCUMENTS, PAYMENT, AND VALIDATION CHECK LIST		
1.	MTNLTRUSTLINE Class 3 Authorised Individual Digital Signature Certificate form filled legibly (block letters or printed) (YES/NO)	
2.	Application form is signed by applicant (YES/NO)	
3.	Subscriber agreement is signed by applicant (YES/NO)	
4.	<p>All Two supporting documents attached (YES/NO)</p> <p>1. Document 1. Self Attested Copy of <u>PASSPORT / PAN Card/ VOTER'S ID CARD / DRIVING LICENSE</u></p> <p>2. Document 2. Self Attested Copy of Latest <u>WATER / ELECTRICITY / POWER / TELEPHONE / CREDIT CARD/ PHOTO CREDIT CARD / PHOTO ID CARD FROM EMPLOYER</u> in the applicant's name for address confirmation.</p> <p>3. Attested photocopy of employer id card of the individual (original to be verified at the time of issuance of certificate) (YES/NO)</p> <p>4. Authorization letter (refer format) issued from the authority as below and proof of company as below on letter head in the name of employee mentioning id card number.</p> <p>b. For companies registered under the Companies Act – Authorization letter can be signed by Director / CEO / Chairman / Company Secretary / a person authorized by a resolution of the board of directors of the company . Copy of the Certificate of Incorporation (COI) and Memorandum of Association (MOA) attested by a Director of the organization is required to be submitted in support of authorized signatory</p> <p>c. For partnership firms – Authorization letter can be signed by a Partner of the firm. Copy of the registered partnership deed attested by a partner of the firm is required in support of authorized signatory.</p> <p>d. For sole proprietorship concerns – Authorization letter can be signed by the proprietor A banker's attestation of the name of the sole proprietorship concern and the signature of the sole proprietor is required in support of authorized signatory.</p> <p>e. For organizations created by an Act of the Parliament – Authorization letter can be signed by an officer of the rank of Head of Department or above. A copy of the relevant Act or Government Gazette and a copy of administrative order delegating the power as Head of Department / Administrative Head, is required in support of authorized signatory</p> <p>f. For any other registered organization like a NGO, etc – Authorization letter can be signed by the Chairperson / President / Secretary of the organization. A copy of registration Certificate issued by appropriate Government or Government Agency giving details of the authorized signatory.</p> <p>Authorisation letter as above in prescribed format and documents in support of it collected. (YES/NO)</p> <p>5. However in case of govt/PSU organization following is required in place of 1, 2, and 3 (only in case organization wants to get the certificate issued for their employee):</p> <p>a. Letter from head of unit not below the rank of Joint secretary bearing employee name and his/her id card number and stating that the employee under consideration is not the casual /temporay employee (YES/NO)</p> <p>b. Attested copy of photo id card issued by employer and valid at the time of issuance of certificate. Original should be physically verified (YES/NO)</p>	
5.	Document 1 is valid. Expiry Date ___/___/___ (dd/mm/yyyy) (Not applicable for PAN and Voter's ID Card)	
6.	Document 2 is less than three months old. Dated ___/___/___	
7.	(a) Employee ID card is valid Dated ___/___/___	
8.	The employee ID card number is mentioned in Authorisation letter	
9.	The photocopy of the ID card is attested by authorizing person as mentioned under clause 4.	
10.	<p>Name on application and:</p> <p>Document 1 match exactly (YES/NO)</p> <p>Document 2 <u>EXACTLY MATCH / ARE SIMILAR</u> <u>EMPLOYEE CARD EXACTLY MATCH/ARE SIMILAR</u></p>	



S.No	CHECKLIST	INITIAL OF RA																
11.	The address given in the application form matches the address in the document 2 (YES/NO)																	
12.	Document 1 original matches submitted copy (YES/NO) Document 2 original matches submitted copy (YES/NO) EMPLOYEE ID CARD MATCHES SUBMITTED COPY (YES/NO)																	
13.	Photograph on Document 1 matches the applicant (YES/NO) PHOTOGRAPH ON EMPLOYEE ID CARD MATCHES THE APPLICANT (YES/NO)																	
14.	All two supporting documents self attested by applicant in my presence (YES/NO)																	
15.	Signatures on application form, subscriber agreement, document 1 and employee Id card all match (YES/NO)																	
16.	The name of organization in MOA and employee Id card are same.																	
17.	The following columns are filled in the application form: (YES/NO)																	
	<table border="0"> <tr> <td>1 Full Name</td> <td>8 Nationality</td> </tr> <tr> <td>3 Office Address</td> <td>11 E-mail address</td> </tr> <tr> <td>4 Address for Communication</td> <td>One of</td> </tr> <tr> <td></td> <td>13 Passport Details</td> </tr> <tr> <td>5 Father's Name</td> <td>14 Income Tax PAN No</td> </tr> <tr> <td>6 Sex</td> <td>16 Employee Id card number</td> </tr> <tr> <td>7 Date of Birth</td> <td>19 Bank Details</td> </tr> <tr> <td></td> <td>21 Mode of Payment</td> </tr> </table>	1 Full Name	8 Nationality	3 Office Address	11 E-mail address	4 Address for Communication	One of		13 Passport Details	5 Father's Name	14 Income Tax PAN No	6 Sex	16 Employee Id card number	7 Date of Birth	19 Bank Details		21 Mode of Payment	
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5 Father's Name	14 Income Tax PAN No																	
6 Sex	16 Employee Id card number																	
7 Date of Birth	19 Bank Details																	
	21 Mode of Payment																	
18.	Payment Collected (YES/NO)																	
19.	Crosschecked details entered into the billing system (YES/NO)																	
20.	Customer ID _____ Reference ID _____																	
SMART CARD ISSUANCE CHECKLIST																		
21.	Smart Card Serial No Issued _____ PIN Letter handed over (YES/NO) Smart Card Software handed over (YES/NO)																	
22.	Smart card receipt signed and returned by applicant (YES/NO)																	
23.	Smart card PIN changed by applicant (YES/NO)																	
CERTIFICATE ISSUANCE CHECKLIST																		
24.	Certificate enrollment details Common Name _____ E-mail address _____ Organisation name _____																	
25.	Certificate Issuance details Certificate Serial Number _____																	
26.	Receipt generated and given to applicant (YES/NO)																	

SIGNATURE OF ISSUING RA OFFICER