

## **How to Obtain Digital Certificate**

**Purpose:** The purpose of this document is to provide to the information related to buying of digital certificates from the various authorities.

### **Digital Certifying Authorities:**

There are very few companies who can issue digital certificates. Vendors' can buy digital certificates from list of companies provided in paragraph of this document.

### **What is a Digital Signature Certificate (DSC)?**

The Information Technology Act, 2000 provides for use of Digital Signatures on the documents submitted in electronic form in order to ensure the security and authenticity of the documents filed electronically. This is the only secure and authentic way that a document can be submitted electronically. As such, all filings done by the companies under MCA21 e-Governance program are required to be filed with the use of Digital Signatures by the person authorized to sign the documents.

### **Legal Warning:**

You can use only the valid Digital Signatures issued to you. It is illegal to use Digital Signatures of anybody other than the one to whom it is issued.

### **Certification Agencies:**

Certification Agencies are appointed by the office of the Controller of Certification Agencies (CCA) under the provisions of IT Act, 2000. There are a total of nine Certification Agencies authorized by the CCA to issue the Digital Signature Certificates (DSCs). The details of these Certification Agencies are available on the portal of the Ministry [www.mca.gov.in](http://www.mca.gov.in)

### **Class of DSCs:**

The Ministry of Corporate Affairs has stipulated a Class-II or above category certificate for e-filings under MCA21. A person who already has the specified DSC for any other application can use the same for filings under MCA21 and is not required to obtain a fresh DSC.

### **Validity of Digital Signatures:**

The DSCs are typically issued with one year validity and two year validity. These are renewable on expiry of the period of initial issue.

### **Costing/ Pricing of Digital Signatures:**




It includes the cost of medium (a UBS token which is a onetime cost), the cost of issuance of DSC and the renewal cost after the period of validity. The company representatives and Professionals required to obtain DSCs are free to procure the same from any one of the Approved




Certification Agencies as per the web site. The issuance costs in respect of each Agency vary and are market driven.

However, for the guidance of stakeholders, the Ministry has obtained the costs of issuance of DSCs at the consumer end from the Certification Agencies.

**Where to contact:** Following are the contact information of various companies who issues the Digital certificates.

Refer the list of Companies with their address along with phone numbers.

<p><b>Mumbai office</b> <b>National Informatics Center</b> NICCA RA Office- Mumbai Office 7<sup>th</sup> Floor, Room No. 700 Annex Mantralaya, Madam Cama Road, Mumbai, Maharashtra-400032 Contact Number: 022-22046934 <b>Contact Persons:</b></p> <ol style="list-style-type: none"><li>1. Mrs. Sanghamitra Tripathy, Scientist E mail - <a href="mailto:s.mitra@nic.in">s.mitra@nic.in</a></li><li>2. K. Suresh, Scientist-D Email - <a href="mailto:ksuresh61@nic.in">ksuresh61@nic.in</a></li><li>3. V. Srinivas, Scientist C Email- <a href="mailto:s.vedula@nic.in">s.vedula@nic.in</a></li></ol> 	<p><b>Mumbai Office</b> <b>Tata Consultancy Services Ltd.</b> [Certifying Authority - PKI Services],10th Floor, Kensington, Wing B, Desk No - 10-F-20 and Desk No - 10-F-21,Hiranandani Builders SEZ, Hiranandani Business Park, Powai, Mumbai-400076. Contact Number : +91-(22)-6732 5960 / 5637 <b>E-Mail:</b> <a href="mailto:helpdesk@tcs-ca.tcs.co.in">helpdesk@tcs-ca.tcs.co.in</a> Website: <a href="http://www.tcs-ca.tcs.co.in">www.tcs-ca.tcs.co.in</a></p> 
<p><b>Pune Office :</b></p> <p>NIC: NICCA RA Office Udyog Bhavan Pune Ganeshkhind RoadPune-411007.</p> <p>Contact Number: 020-25610113, 020-2561011</p> <p><b>Contact Person:</b></p> <ol style="list-style-type: none"><li>1. A K Jondhale Email- <a href="mailto:jondhale.ak@nic.in">jondhale.ak@nic.in</a></li><li>2. K Karthikeshwar Email-<a href="mailto:kartik.kk@nic.in">kartik.kk@nic.in</a></li></ol>	<p><b>New Delhi Office</b></p> <p><b>Tata Consultancy Services Limited,</b> New Delhi Office [Certifying Authority - PKI Services],4th Floor, PTI Building, 4 Parliament Street, New Delhi – 100 001. Contact Number: +91-(11)-6650 6496 Fax: +91-(11)-2331 8947 <b>E-Mail:</b> <a href="mailto:helpdesk@tcs-ca.tcs.co.in">helpdesk@tcs-ca.tcs.co.in</a> Website: <a href="http://www.tcs-ca.tcs.co.in">www.tcs-ca.tcs.co.in</a></p> 

<p><b>Bangalore Office</b>  <b>e-Mudra Consumer Services Ltd.</b>  3rd Floor, Sai Arcade, Outer Ring Road,  Devarabeesanahalli, Bangalore - 560103  Karnataka, India  Contact Number: +91 80 43360000 Fax: +91 80  42275306.  Email:- <a href="mailto:info@e-mudhra.com">info@e-mudhra.com</a>  Website: <a href="http://www.e-mudhra.com">www.e-mudhra.com</a></p> 	<p><b>Hyderabad Office</b>  Tata Consultancy Services Limited,  [Certifying Authority - PKI Services],  Deccan Park, 1 - Software Units Layout,  Madhapur, Hyderabad - 500 081.  Contact Number : +91-(40)-6667 3524/  3525 / 3526  Mobile: 09295042618 / 09295042619 /  09295042620  Fax: +91-(40)-6667 2222  <b>E-Mail:</b> <a href="mailto:helpdesk@tcs-ca.tcs.co.in">helpdesk@tcs-ca.tcs.co.in</a>  Website: <a href="http://www.tcs-ca.tcs.co.in">www.tcs-ca.tcs.co.in</a></p> 
<p><b>Pune Office</b>  <b>Digital Signature Certificate DSC</b>  Digital Signature Certificate DSC , Pune  No. 95, Patil Plaza, Mitra Mandal Chowk, Parvati,  Pune - 411 009, Maharashtra, India  Contact Number :+(91)-(20)-41264864 ;+(91)-  9011864864 +(91)-(20)-41264864.  Contact Person: Mr. Santosh Raut  Website: <a href="http://www.getdigitalsignature.com">www.getdigitalsignature.com</a></p>	<p><b>Bangalore Office</b>  Safes crypt Customer Support Ltd.  667-668 Keshava Towers 11th Main  Jayanagar 4th Block,  Bangalore - 560011, India  Contact Number : +91-80-6555104 ;  Fax: +91-80-6555093  E-mail: <a href="mailto:support@safescrypt.com">support@safescrypt.com</a>.  Website: <a href="http://www.safescrypt.com">www.safescrypt.com</a></p> 
<p><b>Pune Office</b>  <b>Digital Signature Certificate DSC</b>  Professional Digisign e-Services P. Ltd,  Office No-209,2nd Floor, Patil  Nr. Sarasbaug, Mitra Mandal Chow  Swargate, Pune-411009  Contact Number : 020-24448844 ;Mobile :  9822329457 / 9370418998  Email : <a href="mailto:dsc@getdigitalsignature.com">dsc@getdigitalsignature.com</a>  Website: <a href="http://www.getdigitalsignature.com">www.getdigitalsignature.com</a></p>	<p><b>New Delhi Office</b>  <b>Beetal (MTNL)</b>  Registered &amp; Adm. Office, Beetal House,  3rd Floor 99 Madangir, Behind Local  Shopping Centre, Near Dada  Harsukhdas Mandir, New Delhi - 110062  Contact Number : 91-11-2996 1281-83  ,Fax : 91-11-2996 1284  Email : <a href="mailto:beetal@beetalfinancial.com">beetal@beetalfinancial.com</a>  Website: <a href="http://www.beetalfinancial.com">www.beetalfinancial.com</a></p> 

<p><b>Mumbai Office</b>  (n)Code Solutions (A Division of GNFC Ltd. )  Mumbai Office 7, Poddar House (2nd Floor),  'A' Road, Churchgate, Mumbai - 400 020, India  Contact Person Sales : 093238 70029 ,Support :  093238 70028  Email : <a href="mailto:mumbaisales@ncode.in">mumbaisales@ncode.in</a> ,  Website <a href="https://www.ncodesolutions.com">https://www.ncodesolutions.com</a>  </p>	<p><b>Mumbai Office</b>  <b>Beetal (MTNL)</b>  C/o Ghia Textile, 5, Agra Building, Ist  Floor, 121 Mahatma Gandhi Road, Fort  University, Mumbai-400 001  Contact Number 022-32623359  Fax 022-22651498  Email: <a href="mailto:mumbai@beetalfinancial.com">mumbai@beetalfinancial.com</a>.  </p>
<p><b>Bangalore Office</b>  <b>(n) Code Solutions (A division of GNFC Ltd.)</b>  No. 3698, 9<sup>th</sup> Cross Service Road, 13<sup>th</sup> "D" Main  HAL II second stage Layout Bangalore -560008  India  Contact Person Sales: 09972247696 ,Support:  9008511476  Website: <a href="https://www.ncodesolutions.com">https://www.ncodesolutions.com</a>  </p>	<p>IDBRT : Castle Hills, Road No.1, Masab  Tank, Hyderabad-500 057, India  Fax: +91-40-23536297    E-mail:  cahelp@idrbt.ac.in  Telephone: +91-40-23534981-4  +91-40-23536707 (Direct line)  <b>Contact person:</b>  Dr. N P Dhavale (Deputy General  Manager) <a href="mailto:npdhavale@idrbt.ac.in">npdhavale@idrbt.ac.in</a>  Mrs. R Jaya Lakshmi (Manager)  <a href="mailto:rjlakshmi@idrbt.ac.in">rjlakshmi@idrbt.ac.in</a>  </p>
<p><b>New Delhi Office</b>  (n)Code Solutions (A Division of GNFC Ltd. )  Delhi Sales Office "GNFC House" E-223, EAST OF  KAILASH, NEW DELHI-110065.  Contact Number : 011-26452279 / 80 ,Fax : 011-  25452281  Email : <a href="mailto:northsales@ncode.in">northsales@ncode.in</a>  Website: <a href="https://www.ncodesolutions.com">https://www.ncodesolutions.com</a>  </p>	

Also, you can get more details of certificate provider and prices through <http://www.mca.gov.in/MCA21/certifying-new.html> website. Follow the steps for installation as per user manual or CD provided along with digital certificate device.