

Class – 3B Individuals (E Tendering):

A. Brief:

The Root Certifying Authority of India (RCAI) Class 3 Digital Signature Certificate for Individuals is a personal certificate that provides the highest level of assurance within the RCAI hierarchy, a hierarchy set up by the Controller of Certifying Authorities (CCA) in India.

These certificates are issued only to individuals, based on a rigorous identity validation process. Further Class 3-B certificates tend to check whether the organization is into existence. This Certificate can be used to create digital signatures and serves as proof of identity in high value transactions.

Class 3a Individual certificates issued to individuals or devices and encompass primarily high end security-sensitive online activity.

B. The Technical:

Class	: Class – 3A
Signature Algorithm	: SHA256
Key Length	: 2048 Bits
Type	: a.) Only signing b.) Signing + Encryption (COMBO)*
User	: Individual
Validity	: 1 or 2 Year/s

* Most of the E Tendering Sites Require Signing + Encryption Certificates. Please confirm before the requirements of the website before applying for Class- 3 Certificates.

C: Where it is used:

1. E Tendering
2. E Procurement (Certain Site Require Encryption Certificates)
3. E Bidding
4. E Mail Signing (Subject to compatibility)
5. Other web Based Transaction

D: Documents required:

1. Application Form (Duly Signed)
2. Recent Passport Size Photo Graph (Pasted on the Application Form and signed across the photo)
- 3. Identity Proof: (Any one of the Following)**
 - a. PAN Card (Compulsory if required for Income Tax Filing)
 - b. Passport
 - c. Driving License
 - d. Photo ID Issued by Central /State Government
- 4. Address Proof: (Any one of the Following)**
 - a. Passport
 - b. Driving License
 - c. Latest Utility Bills (Telephone/Electricity/LIC/ Water) Not older than 2 months
 - d. Ration Card
 - e. Voter ID
 - f. Bank Account Statement (Not Older than 2 Months)
 - g. Service Tax/ VAT registration Certificate
 - h. Gas Connection documents
 - i. Property tax/ Municipal tax Receipt
- 5. Proof of Right to do Business (Any one of the Following)**
 - a. Certificate of Incorporation
 - b. Memorandum of Association & Articles of association
 - c. Registered Partnership deed
 - d. Valid Business licenses like VAT , Service Tax Registration
 - e. License under shop and Establishment Act (For Proprietorship Firms)
 - f. PAN Card of the Company/Firm
- 6. Proof of Right to do Business (Any one of the Following)**
 - a. Latest annual Report / Balancesheet
 - b. Latest Income Tax Returns
 - c. Organization Bank Details on Banks Letter Head/ Latest Bank statement attested by Bank
7. Authorization Letter in Favor of Applicant (As Per attachment) – to be printed on Letter head

E. Attestation Requirements: (All documents self attested)

Specific Requirements

Documents	Attested By
1. Identity Proof	Notary or Gazetted Officer or Banker
2. Address Proof	Notary or Gazetted Officer or Banker
3. Proof of Right to do Business	Authorized signatory of Organization (Director, Partner, Proprietor) AND Notary or Gazetted Officer or Banker
4. Authorization Letter	Authorized signatory of Organization (Director, Partner, Proprietor)