

## Class – 3A Individuals ( E Tendering):

### A. Brief:

The Root Certifying Authority of India (RCAI) Class 3A 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.

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- 2 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