



State/Union Territory

Pin

Telephone No. --
Area Code Telephone No.

Fax --
Area Code Fax No.

Web Page URL, if any

APPLICANT'S (AUTHORISED SIGNATORY) PERSONAL DETAILS: * (Mandatory)

FULL NAME *
Last Name/Surname

First Name

Middle Name

GENDER *(Tick as applicable)

Male

Female

DATE OF BIRTH (DD/MM/YYYY) * / /

CONTACT ADDRESS

Flat/Door/Block No.

Name of Premises/
Building/Village

Road/Street/Post Office

Area/Locality/Taluka
Sub-Division

Town/City/District

State/Union Territory



Pin

Telephone No. --
 Area Code Telephone No.
 Extension No.

Mobile No.

Important Note: RA office will contact using the contact numbers provided above.

Fax No. --
 Area Code Fax No.

Nationality

Visa details, in case of Foreign Nationals

Details for at least one is mandatory

PASSPORT DETAILS #

Passport No.

Passport Issuing Authority

Passport Expiry Date (DD/MM/YYYY)

VOTER'S IDENTITY CARD NO. #

INCOME TAX PAN NO. #

E-MAIL ADDRESS * (Mandatory - a valid and active email ID that is accessed frequently)



ANY OTHER DETAILS

Date

Signature of the Applicant

TO BE FILLED BY RA OFFICE

The above details have been verified and found to be correct.

TYPE OF DIGITAL CERTIFICATE REQUIRED:

Signing Certificate (Single Key pair) - *This can be used for signing and/or encryption*

Signature of RA Office

Name:

Date:

Seal:

DOCUMENT CHECKLIST FOR COMPANY TYPE OF CERTIFICATE

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

NOTE:

- NOTARIZATION TO BE DONE BY PUBLIC NOTARY.
- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1	<p><u>Company Information</u></p> <p>(A) Public or Private Limited Companies:</p> <p>(Notarized copy of any one of the documents listed below is required)</p> <ul style="list-style-type: none"> • Certificate of incorporation (OR) • Memorandum and Articles of Association (OR) • Latest Annual report 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p>(B) Partnership Firm:</p> <p>(Attested/ Notarized copy of any one of the documents listed below is required)</p> <ul style="list-style-type: none"> • Partnership deed (OR) • Latest Annual Report (OR) • Latest Balance sheet (OR) • Latest Income Tax Return 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p>(C) Proprietary Firm:</p> <p>(Attested/ Notarized copy of any one of the documents listed below is required)</p> <ul style="list-style-type: none"> • Copy of the Latest bank statement. (OR) • Latest Balance sheet (OR) • Latest Income Tax Return 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Company PAN No. (Attested/ Notarized)	<input type="checkbox"/>	<input type="checkbox"/>

3	Resolution of Company/GPA for the authorized signatory (Required)	<input type="checkbox"/>	<input type="checkbox"/>
4	<p><u>Applicant Verification Document for Address proof (any one attested copy required) (Attested/ Notarized)</u></p> <ul style="list-style-type: none"> • Telephone bill of Applicant <input type="checkbox"/> • Electricity bill of Applicant <input type="checkbox"/> • Bank statement attested by the Bank of Applicant <input type="checkbox"/> • Pan allotment letter of Applicant <input type="checkbox"/> • Ration Card of Applicant <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
5	<p><u>Applicant Verification Document for Photo-Id proof (any one attested copy required) (Attested/ Notarized)</u></p> <ul style="list-style-type: none"> • Passport of Applicant <input type="checkbox"/> • Pan Card of Applicant <input type="checkbox"/> • Driver's license of Applicant <input type="checkbox"/> • Employer Photo-Id of Applicant <input type="checkbox"/> <p>(Only Public Limited Companies, Banks and Government Organisation)</p>	<input type="checkbox"/>	<input type="checkbox"/>
6	Certificate Request form (Required)	<input type="checkbox"/>	<input type="checkbox"/>
7	Certificate Enrollment form + Letter of Authority (Available for printing on completion of Online Enrollment) (Required)	<input type="checkbox"/>	<input type="checkbox"/>

Note:

1. In case of passport the same document can be used for both identity and address verification.

2. In the case where the address on the photo-id proof provided e.g. copy of Passport or Driving License does not match with the address in address proof provided, an affidavit should be submitted along with the supporting documents and the application form.

The certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the RA Office at the following address:

Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'
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Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'

MSEDCL-CPA – Registration Authority

Address:

Maharashtra State Electricity Distribution Co. Ltd.,
1st Floor, Prakashgad, Station Road,
Bandra (East),
Mumbai - 400 051

Contact Person: Mr. Kiran E. Chaudhari

Ph: 022 – 26474211 Ext: 2510

E-mail: eesmdist@mahadiscom.in

Instructions

1. The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart Card etc.) by login as same computer user account from where the request was initiated.
2. After placing an online request for a certificate, the following activities **shall not** be carried out until the certificate is successfully downloaded:
 - Formatting of the computer
 - Deletion of computer user account used to logon when the request was initiated
 - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
3. At the time of registration, a valid and active email ID that is accessed frequently shall be provided.
4. The certificate must not be shared with others or used by them on your behalf.
5. If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
6. Certificate revocation is permanent and irreversible. If your certificate is revoked, you will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
7. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
8. If your role changes and you are no longer the authorized signatory of the organization, you must contact your RA Administrator immediately and apply for the revocation of your certificate.
9. If any information provided in your certificate changes, then you shall revoke the existing certificate and apply for a new certificate. The same will be approved only after the payment of necessary applicable charges.

Declaration

I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate.

Date

Place

Signature of the Applicant