

## **DSC Form**

(To be printed on organization/Department letter head.)

### **Annexure - A**

To,

Mr. Mahendra Kumar  
Manager (PMU),  
BSEDC Ltd, Shastrinagar,  
Patna - 800023, Bihar.

Please affix a  
recent passport  
size photograph  
of the applicant

**Duly signed  
across**

#### **Sub: Regarding issuance of new Class 3 DSC with e-Token**

Sir,

With the reference to the above mentioned subject, please issue a class 3 Signing & encryption certificate for official use and based on the details mentioned below:

1. Name of the Applicant (in capital letter) :
2. Date of Birth :
3. Name of the Department :
4. Aadhaar No :
5. PAN No :
6. Aadhar Linked Mobile No :
7. Email Id :
8. BSEDC Payment Detail :
  - a) DD/ Cheque No :
  - b) DD/ Cheque Date :
  - c) DD/ Cheque Amount :

**Thanking You,**

**Yours Faithfully,**

(Applicant Signature & Seal)

#### **Enclosures:**

- a) Applicant's Govt. Id/Salary Slip (**mandatory**)
- b) Applicant's Aadhaar Copy
- c) Applicant's PAN Copy
- d) Applicant's One (1) Passport Size Photo
- e) DD/Cheque

**Following Steps to be followed by the applicant, Aadhar Number must be linked with Mobile Number (Aadhar based KYC mode):**

- a) Share the details as mentioned in DSC form (Annexure–A).
- b) Department needs to provide the applicant details (as mentioned in Annexure A) to BSEDC (BELTRON) with Payment of **Rs 2375.00**, via DD/Cheque (DD should be in the favour of “BSEDC Ltd”, Payable at Patna).
- c) Service provider will coordinate with applicant for OTP for further processes.
- d) Once DSC form is submitted by service provider to CA, applicant will get the video verification link.
- e) Applicant has to submit clear video (PAN and Aadhar content should be visible clearly) and answer the questions (which shown during verification/recording).
- f) Once video gets approved from CA, the DSC will be downloaded and submitted to BELTRON.
- g) In case video gets rejected by CA, video verification has to be done again by the applicant.
- h) Authorization letter is required in case applicant is not collecting his/her DSC from BSEDC personally.

**Note:**

Need:

- \* Forwarding letter to Procurement Officer, BPSMS for making DSC
- \* Cross sign over photo
- \* Stam below signature near your faithfully
- \* PAN - photo copy with self-attested
- \* Aadhar - photo copy with self-attested attested.