

Required Documents for Digital Signature Certificate

- 1. Request Letter in the official letterhead**
- 2. Detail List of Applicant (attached)**
- 3. Schedule – 5 Form (attached)**
- 4. Legal Documents (*Company Registration Copy, PAN / VAT Certificate Copy, Tax Clearance Copy (Latest) [If Applicable]*)**
- 5. Citizenship copy or Passport and Photograph**

Date:

To,
Radiant InfoTech Nepal Pvt. Ltd
Radiant Building, Bhatbhateni,
Kathmandu, Nepal

Subject: Request Letter for Issuance of Digital Signature Certificate

We would like to make a formal written request for an Issuance of Digital Signature Certificate in the name of
for (Qty) Applicants.

We have attached the **Detail list of applicants** along with this letter.

Thank you for your Service.

Thanking You,

.....
.....

Detail List of Applicant

SN	Applicant Name ***	Address	ID Type	ID No.	ID Issue Date	Official Email ID ***	Cell Number ***
1							

Schedule – 5

(Relating to Sub-rule (1) of Rule 31)

The Radiant InfoTech Nepal Private Limited (Issuing Certifying Authority)

Subject: Request for Issuance of the Digital Signature Certificate

As the certified Digital signature is required to be obtained, I have filed this application attaching the following documents and details.

1. Name, surname, and address of the subscriber.....

2. Legal status of subscriber: -.....

3. Certificate to identify the subscriber: -

3.1 In case of natural person:

- a) Citizenship/Passport No:
- b) Issuing office:
- c) Date of issue:
- d) Duration of validity (in case of the passport):

3.2 In case of a firm, Company, Corporate body or Agency

- a) Registration Certificate or Formation order, concerned Act or notice issued in the Gazette: -
.....
- b) Date of Issue.....
- c) Issuing office.....
- d) Objectives:

4. For what purpose the digital signature is intended to obtain, the details therefor:

- a) For all types of possible transaction (mention the possible details)
.....
- b) For Banking Purposes,
- c) For other transactions relating to purchase and sale,
- d) For the certification that any correspondence, in writing, is issued by oneself except general transaction (*Lenden*).

5. Maximum threshold of each transaction if financial transaction, among others, is intended to carry out:

.....NA.....

The detailed stated above are true and correct, I shall submit other details and proofs, as required by the Authority, at a time when so asked and I shall, upon the issuance of license, pay the fee therefor.

Applicant's:

Signature:

Name:

In the case of a corporate body, the seal of the office, signature, name, and designation of the person making the application on behalf of the body.

Additional information

As mentioned, Electronic Transactions Rules 2064 "Chapter -5" (3)
The Radiant InfoTech Nepal Private Limited (Issuing Certifying Authority)

Photo

1. Name, surname and address of the subscriber:

1.1 In case of natural person

a) Address

b) Permanent Address: (Mailing): -
Province District VDC/Municipality
City Ward No Post. Box No Contact Number

2. Certificate to identify the subscriber: -

2.1 In case of natural person:

a) Email: - Primary: Alternate Email:
b) Contact No: - Cell Telephone No:

2.2 In case of Firm, Company, Corporate body or Agency

a) Types of Organization: -
 Proprietorship Partnership Public NGO/INGO Government Others

b) Address: - City
Province District VDC/Municipality
Ward No Contact No: Cell Telephone No:

Registration Certificate: -

a) PAN/VAT No Tax Clearance Up to
b) E-mail Alternative E-mail
c) Telephone/Fax Website (URL)

3. For what purpose the digital signature is intended to obtain, the details thereof:

Class: - Class 1 Class 2 Class 3 Class (GIOMS)
Type: - Signature Encryption Both (Signature and Encryption)
Validity: - 1 Year 2 Years

Official Seal & Stamp (If Any) / Signature

Disclaimer

Terms and Conditions between the End Users and the Radiant InfoTech Nepal Pvt. Ltd

The relationship between Radiant InfoTech Nepal Pvt. Ltd and the Customer (Individual /Institutional) is governed by the Electronic Transaction Act 2064, except where the following general terms and conditions apply and are subject to any further agreement in writing.

DSC means authentication of any electronic record by a subscriber by means of electronic methods or procedures in accordance with the provisions of Licensed **ICA in Nepal**.

1. As a **CA, Radiant InfoTech Nepal Pvt. Ltd.** will verify the identity, issues **Digital Signature and Certificate**, and maintain the **CRL**.
2. Subscriber is an individual entity or institution that owns and possesses a **DSC** in his/her name.
3. The **DSC** is being used for the purpose permitted for the corresponding **Class** of the **Certificate** only.
4. Authenticating transactions on Personal usage by way of **DSC** using the PKI technology is a major feature available to the users.
5. It is the **User or Company's** responsibility to purchase the **DSC** from an authorized **CA** and renew the **DSC** in case of any expiry or changes.
6. In case of renewal of the **DSC** on account of expiry of the same or in case of **Revocation** and **Reissuance** on account of loss, the **Subscriber** will be needed to get in touch with mentioned offices.
7. The **DSC** is being used for the purpose permitted for the corresponding **Class** of the **Certificate** only.
8. Wrong use of the **DSC** or its services shall be liable to proceed with **civil** and **criminal** consequences and shall be subjected to penalties and punishment under the rule of the **Electronic Transaction Act, 2064**.
9. Subscriber will frilly undertake the process; publish certificate practice of the **CA** endorsed by **OCC**.
10. The terms of an end user license agreement accompanying particular **DSC** usage shall supersede the terms presented above.

I accept and agree to use the Digital Signature and Certificate governed by the license agreement term of CA.

Subscriber/Official Seal and Signature

Digital Signature: A **digital signature** is an electronic form of a signature that can be used to authenticate the identity of the sender of a message or the signer of a document, and also ensure that the original content of the message or document that has been sent is unchanged.

CA: Certification Authority is an entity that issues digital certificates. A digital certificate certifies the ownership of a public key by the named subject of the certificate.

A trusted third-party **organization or company** that issues **Digital Certificates** is used to create **Digital Signatures** and **Public-Private**

key pairs. RA: A Registration Authority is an authority in a network that verifies user requests for a **Digital Certificate** and tells the **CA** to issue it.

CPS: A Certification Practice Statement is a document from a **CA** or a member of a web of trust which describes their practice for issuing and

Managing **public key certificates. CRL: Certificate Revocation**

List

PKI: Public key Infrastructure

ICA: Issuing Certifying Authority