## **Process for Issuance of DSC**

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## **Documents Required for DSC Application:**

 Application Form – Fill the Application form based on Sample form provided in Annex.

**Note:** Please use **ONLY** Applicant's (not any group or others) individual official e-mail ID which the bank proposes to use for DOMAIN REGISTRATION/IBCART Portal.

- Subscriber Agreement Applicant please Read and Sign on both pages of the Subscriber Agreement provided in <u>Annex</u>.
- Physical Verification Video verification during enrolment "Or" Physical verification letter (as in the enclosed sample letter in <u>Annex</u>) with <u>Superior's</u> cross-signature on <u>Applicant's photo</u>.
- 4. Enclosures -
  - i. Applicant's PAN, Aadhaar, Employee ID card (Self-attested), Also Attested By Superior.
  - ii. Superior's PAN, Aadhaar, Employee ID Card (Self-attested) Annex
- 5) Please purchase the specified Token (Pen Drive) for the Vendor List as in The Annex or from your listed Suppliers with the **indicated standard specification** by CCA.

The CCA guidelines require tokens to be FIPS 140-2 Level 3 certified, have unique manufacturer-based serial numbers, and enforce strict PIN policies, including mandatory PIN changes at the time of download and no option for PIN resets.

## **Operational Process**

#### A. Operational process for the bank which has it own Registration Authority (RA):

- a. The RA need to fill up the form on the portal, complete the vKYC (or physical verification letter as in the sample letter) and submit.
- b. It will be processed at our end and on verification and authorisation → the bank /entity will get email from us having DSC download link and the required process to be followed.
- B. Operational process for the bank which is not a Registration Authority (RA):

For Banks Procuring DSC from IDRBT for the First Time: Banks that have not yet obtained a DSC from IDRBT requested to submit the following documents in PDF format **signed** with a valid third-party Digital Signature. If you do not have a third-party DSC, please visit IDRBT in person with the required documents.

- 1. Bank's GSTIN Registration Letter
- 2. RBI License
- 3. Organization's PAN Card

#### **Application Process:**

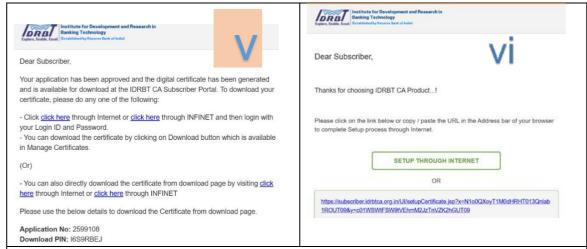
- Scan the filled in application form along with enclosure documents and save in one single file as: <u>DSC\_<Applicant Name>\_Prod.pdf</u>
- ii. Then Superior need to digitally sign the file namely <a href="DSC\_<Applicant">DSC\_<Applicant</a>
  <a href="Name">Name</a>
  <a href="Prod.pdf">Prod.pdf</a>.
- iii. Scanned the Digitally Signed Application form along with the enclosures which need to be sent to <a href="mailto:casahyog@idrbt.ac.in">casahyog@idrbt.ac.in</a>
- iv. If the bank/entity is not having any superior authority with DSC, send the filled in application form with enclosures by Courier. The processing of application form will commence after receipt of the hardcopies through courier.
- v. However, Hardcopies are needed to be couriered to IDRBT on below mentioned address, for final approval.

#### Address: -

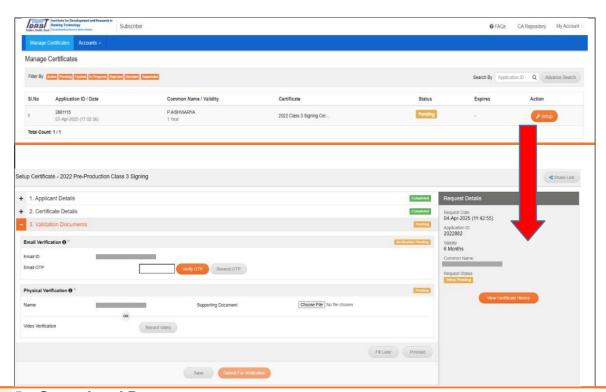
CA-Department,

Institute for Development and Research in Banking Technology , Castle Hills, Road No.1, Masab Tank Hyderabad-500057

Α	v. During processing for the hard copy of application form ☐
	☐ For first time users an email from cahelp@idrbt.ac.in for password
	generation will be sent.
	☐ Thereafter, setup link will also be sent from IDRBT email id
	cahelp@idrbt.ac.in.
В	User need to generate the password and go to the Setup link.
	☐and fill up the form correctly to attach in the Application Form to be sent by
	courier as explained above.



After Login, the bank/entity need to fill up the form on the portal, complete the vKYC (or physical verification letter as in the sample letter) and submit.



#### 5. Operational Process

- i. The Hard copy of the Form will be assessed and verified with the information submitted digitally on the portal.
- ii. After verification the application will be processed for generation of Digital Signing Certificate Class –3.
- iii. The bank /entity will get email from us having DSC download link and the required process to be followed as per Annex

## Annex- Application Form



			APPL	ICATI	ON	FORM FO	R DIGI	TAL CERTIF	ICAT	E			
Important Notice:													
along with the a Self-attested coy Application for Certificate. Incomplete/In Section 71 of IT DSC such perso * Fields an Name of the Organ Bank in which sul	are advised to ication documa population for py of identific rm must be su iconsistent ap Act stipulate on shall be pur mandatory.	o read IDR sent of app erm. ation docu benitted to plication is s that if an nishable w Strike off v	BT CA Cert dicant (PAN ament of sup the Registr is liable to be syone makes with imprise which are no	ification P or Aadh perior auth ation Auth e rejected. s a misrep mment up	ractice: nar and hority (I hority/II resental to 2 yeste. FABC	Statement avail Emp.ID card) a PAN and Emp. DRBT CA for fa tion or suppress	able at http://i ttested by sup ID) should be ce-to-face veri ses any materi	drbtca.org.in/ erior authority with attached along with fication in case of Cla al fact from the CCA h rupees or with both	this applicase 3	r obtai	form.  Military	an 2 Year	
Class *:	Certific	ate for *:		ı	Applic	ation*:		Applicant Type*	·		Type of	Digital (	Certificate*:
Class 1 ☐ Class 3 ☑	Individual Server (Sy Web Serve	stem)		SFMS NGRTO CTS Others	is .	Please Specify		oloyee/Officer (Onla) (Online)			Signing Encryptio System Web Serv Code Sign Document	n er (SSL) sing	
						PERSONA	AL DETAI	ILS					
Name*:		Milan d	amji						Male 🗸				
Email Address*:		milan.d	amji@abo	.com		Sex*: Female							
Address for communication*: Corporate Office, Bank of Pin code*: 400005				BC, Bandra	-Kurla Co	Telephone:			Mobile		999999999		
Date of Birth*: Identification Det	nile#	PAN Ca	rd Not	—		(dd/mm/ygyy) For Ex: 10th May, 1975 is 10051975							
(Valid and not exp					ZZZPI	01965J		Aadhaar No	6666	88	88 4444		
Bank & Branch Name  Bank Branch Address  Bank Account No.				вкс	, MUMBAI	BRANCH		Тур	e of Bank A	Account: 8	☑ □		
				C	ERT:	IFICATE R	EQUEST	DETAILS					
Make sure to	hat these deta	ils match		given to g	enerate	request using application pro	certificate req wider for thes	n the certificate. puest generation tooi e details before fillin	ng the forn	W.		quest gene	ration tool.
(Name of the person, Se	rver Name, Re	gistered dos	main name, 1	FSC Code o	tc)	Write your name (Only Alphabet- no special characters)							
E-Mail* (Valid email address to	which the com	nunication	be made)			milan.damji@abc.com (official Email)							
Organization* (Name of the organizati	_					BANK OF ABC							
Organization Unit		g Authority	θ			Domain Reg	jistry						
City/Locality* (Name of the city/town eg: Hyderabad)			Mumbai										
State/Union Territory* (Name of State/UT eg: Andhra Pradesh)			Maharashtra										
Pin Code*				400005									
Country*	chaarb.					India						mila	w.
Signature of Soper	ior Authority					-1-					Sig	mature of	Applicant

#### DECLARATION AND UNDERTAKING BY THE APPLICANT<sup>\*</sup>

All the above information provided by me is true to the best of my knowledge and belief. I agree to use only FIPS 140-1/2 Level 2 validated cryptographic modules for key generation and storage. I accept the responsibility for the safety and integrity of the private key by controlling the access to the computer/device containing the same, so that it is not compromised and I will immediately notify my RA/IDRBT CA in event of key compromise. I agree to publish the Digital Certificate in the IDRBT CA repository and will report IDRBT CA of any error or defect in the certificate and change in the above information.

Date: 18-09-2022 Place: Mumbai

Name of the Applicant: Milan Damji

milan

Signature of the Applicant

#### FOR SUPERIOR AUTHORITY/BRANCH MANAGER OF APPLICANT\*

The best of my knowledge and belief. I hereby authorize him/her, to apply for obtaining Digital Certificate from IDRBT CA for the purpose specified above. I have done physical verification of the subscriber and take responsibility of identification.

Date: 18-09-2022 Place: Mumbai

Name of the Officer: Vidya Bagchi
Official Email: vidya.bagchi@abc.com

hone No 9999899998



Vidyabagchi (Sepature)

FOR RA/ IDRBT CA PURPOSE ONLY							
Checklist	Date & Time	Initials					
Received the application form for digital certificate?	Only RA	Only RA					
Physical Verification(in person/VC/Certified by SA or RA)							
Verified the identification documents(Aadhar card/PAN Card/ Passport/Domain registration)	Only RA	Only RA					
Collected the PKCS#10 request for Secure Web Server Certificate							
Creation of user ID							
Request from Subscriber with Request Number.							
Processing							

#### COST DETAILS

Validity of Test Certificates	Type of Certificate	Amount+GST	Total (Inc. GST* )
6 Months	Class 3 Signing / Encryption	Rupees 1000 + 180	Rupees 1180
6 Months	Class 3 System / SSL	Rupees 5000 + 900	Rupees 5900

Central Goods and Service Tax 18%

#### CONTACT ADDRESS

IDRBT Certifying Authority,

Road No. 1, Castle Hills, Masab Tarık, Hyderabad – 500 057, India.

Phone: +91 40 23294217/19/21/23/Fax: +91 40 23535157

Email: cahelp@idrbt.ac.in

Website: http://idrbtca.org.in

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## SUBSCRIBER AGREEMENT

The purpose of this agreement is to establish the contractual relationship between the IDRBT CA and the Applicant/Subscriber. The issue and subsequent use of public keys and Certificates issued, constitutes acceptance of this agreement, the terms and conditions of the IDRBT CA Certification Practice Statement ("IDRBT CA CPS") associated with the keys and Certificates issued to the Subscriber. The IDRBT CA CPS is amended from time to time, and is published on the INFINET in IDRBT CA's repository at <a href="http://idrbtca.org.in/repository.htm">http://idrbtca.org.in/cps.html</a> and is available via E-mail from: <a href="mailto:cahelp@idrbt.ac.in">cahelp@idrbt.ac.in</a>.

#### Important Notice:

THE SUBSCRIBER MUST READ THIS SUBSCRIBER AGREEMENT BEFORE APPLYING FOR, ACCEPTING, OR USING A DIGITAL CERTIFICATE FROM IDRBT CA. IF THE SUBSCRIBER DO NOT AGREE TO THE TERMS OF THIS SUBSCRIBER AGREEMENT, DO NOT APPLY FOR, ACCEPT, OR USE THE DIGITAL CERTIFICATE.

THE SUBSCRIBER AGREES TO USE THE DIGITAL CERTIFICATE AND ANY RELATED IDRBT CA CERTIFICATION SERVICES ONLY IN ACCORDANCE WITH THE IDRBT CA CPS.

#### **Indemnity**

The Subscriber agrees to:

- accept responsibility for the safety and integrity of private keys, if keys or Certificates are compromised the Subscriber will immediately notify the IDRBT CA, as well as any other users with whom you exchange information;
- indemnify IDRBT CA for any loss to any person or Organization arising from the failure to ensure the safety and integrity of your private keys and Digital Certificates;
- 3. indemnify and hold harmless IDRBT CA from any and all damages and losses arising out of
  - a) use of an IDRBT CA issued Digital Certificate in a manner not authorized by IDRBT CA:
  - b) tampering with the Digital Certificate; or
  - c) any misrepresentations made during the application and use of the Digital Certificate.
- 4. assure and hold harmless IDRBT CA from and against any and all damages (including legal fees) of lawsuits, claims or actions by third-parties relying on or otherwise using a Certificate relating to:
  - a) Subscriber's breach of its obligations under this agreement;
  - b) Subscriber's failure to protect his/her Private Keys;
  - c) Claims arising from content or other information or data supplied by Subscriber; or

## Use of Keys and Certificates

#### The subscriber agrees:

- 1. that true complete and accurate information has been provided in applying for these keys and Certificates, and further undertakes to promptly notify IDRBT CA in the event that this information changes;
- 2. to immediately inform IDRBT CA if it is known or suspected that a private key has or may have been compromised;
- 3. that use of the Digital Certificates are at their sole risk;
- to use Digital Certificates strictly for lawful purposes and will not infringe a third party's rights;
   and
- 5. that use of the private key and/or its associated Digital Certificate constitutes acceptance of the terms of the IDRBT CA CPS.
- 6. that Erroneous utilization of the Digital Certificates or violation to the practices specified in

- IDRBT CA CPS shall be liable to be proceeded against, both under the relevant civil and criminal laws, and shall be subject to punishment under the Information Technology Act, 2000 or/and any other relevant law/s of the land. The duties of the subscribers to be followed are described in the Chapter VIII of The Information Technology Act, 2000.
- 7. that IDRBT CA disclaims all warranties, except as expressly provided in the IDRBT CA CPS.IDRBT CA makes no representations or warranties, express, implied or otherwise relating to IDRBT CA Digital Certificate or any services provided by IDRBT CA in connection therewith, including without limitation any warranty of non-infringement, merchantability or fitness for a particular purpose.

The Subscriber demonstrates his/her knowledge and acceptance of the terms of this subscriber agreement by either (i) submitting an application for a Digital Certificate to IDRBT CA, or (ii) using the Digital Certificate issued by IDRBT CA, whichever occurs first.

#### **Declaration by the Subscriber**

I, hereby declare that I have read and understood the IDRBT CA CPS and the terms and conditions of this Subscriber Agreement. I shall abide with IDRBT CA CPS and the terms and conditions of this Subscriber Agreement.

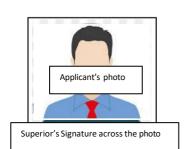
Date:	
Place:	
Name of the Subscriber:	Subscriber's (Applicant) Signature

## **Annex-Physical Verification**

(On Bank Letter Head)

To

The Director IDRBT Certifying Authority Road no. 1, Castle Hills Masab Tank, Hyderabad – 500057



Date:

Dear Sir,

#### Physical Verification for issue of Class 3 Digital Signature Certificate (DSC)

This is to certify that I have done physical verification of the applicant Sri/Smt\_Milan Damji\_ who has applied for a Class 3 Digital Signature Certificate from IDRBT-CA, who's PAN Number is \_\_\_\_\_ZZZPD1985J\_\_\_\_\_, Aadhar Number is \_\_\_\_\_9999 7777 8888\_\_ and Employee/ Employee ID Number is \_\_\_\_\_\_dd/mm/y. I have satisfied myself with applicant's identification and also taking responsibility of authenticity of the same. This certificate is in accordance with the requirement of the guidelines issued by the Controller of Certifying Authorities (CCA), Government of India.

A Copy of the PAN/Aadhaar & Employee ID of the applicant, attested by me is also attached herewith.

This certificate is given in-lieu of the applicant's physical presence at the Registration Authority (RA) of the bank or identification through Video Verification service provided by IDRBT-CA, which I declare could not be performed in the applicant's case because Reason.

Hence, I request you to accept the application for the DSC and issue the Digital Certificate to the above mentioned applicant, based on this certificate of physical verification.

Vours faithfull	
Yours faithfull	Superior Authority's Signature
	Superior Authority's Signature
(Superior Aut	hority)
Name	:
Decimation	
Designation	:
Mobile Numb	er.
WOODIC HUILD	oi.
Seal	•

#### Annex

## Applicant ID Proofs

#### Pan Card



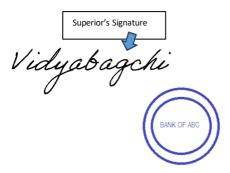
#### Bank Employee ID



# Applicant's Signature

#### **Aadhar Card**





Note: All the respective ID proofs must be scanned in one page together.

## Superior ID Proofs

#### Pan Card



#### Bank Employee ID



#### **Aadhar Card**





**Note:** All the respective ID proofs must be scanned in one page together.

## emBridge Installation Procedure

Download appropriate emBridge.exe from the Link depending on your operating system - Windows/Linux/etc. https://embridge.emudhra.com/index.jsp#

- Install emBridge with admin rights. (If you do not have system admin rights, please contact your system admin department to install it.)
- 2. Click on the emBridge.exe file and follow the belowmentioned steps.
- 3. After clicking the **emBridge.exe** file, Browse to the location where emBridge should be installed on your system. Specify the path, or it will default to a common folder. After selecting the location, click the "Next" button, Figure 1.

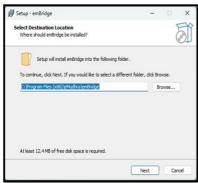


Figure 1

4. Click the "Next" button, as shown in Figure 2.



- 5. Click on "Check box" to add desktop shortcut as in Figure 3.
  - Click on "Install" button as shown in Figure 4.
  - 7. On click of "Next" button as shown in Figure 5 installer stops running emBridge service and uninstall previous installations if any and auto install updated version.



Figure 4



- 8. emBridge is successfully installed in your PC click "Finish" button to complete the installation as shown in Figure 6.
- 9. Launch the application "emBridge" by clicking on the icon in desktop as shown in the Figure 7, to check running status.







## **PKI Token Installation Guide**

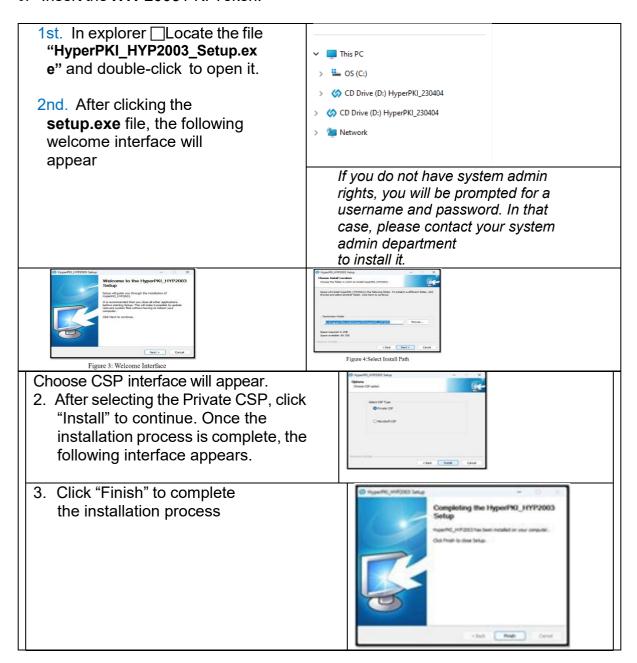
#### **Step 1: Preparing for installing PKI Token**

Before installing PKI Token Runtime, make sure the following requirements are satisfied: Your computer has at least one functional USB port available.

- Your BIOS supports the USB device, and USB support has been enabled in CMOS settings.
- USB extension or hub available (optional).
- HYP2003 Token (HYPERPKI FIPS 140-2 Level 3 Certified) available. The bank may purchase these Tokens from their suppliers.
- Administration Credentials will be required, if the token has to be installed within LAN.

#### Step 2: Installing PKI Token Runtime

1. Insert the **HYP2003** PKI Token.

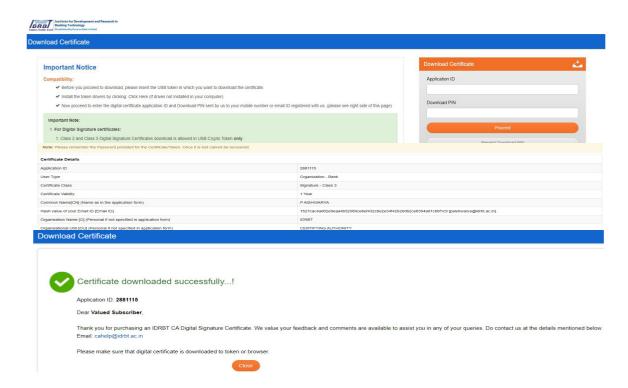


## Annex- Download DSC in PKI Token

- 1. Once you receive the approval email with your **Application Number** and **Download PIN**, log in to the Subscriber Portal using your email ID and password.
- The banks/entities may get the specified USB Dongle from the indicative list of suppliers' available on the following Link: https://idrbtca.org.in/Download/VendorsListforsupplyofUSBTokens.pdf



- 3. After logging in, click on the **Download** option to proceed.
- 4. Enter the Application ID and Download PIN received in the email into the respective fields.
- 5. Insert the USB token, select it from the dropdown, enter the token password, agree to the terms, and click Download.



## **USB Token Suppliers List (Indicative List)**

The CCA guidelines require USB tokens to be FIPS 140-2 Level 3 certified, have unique manufacturer-based serial numbers, and enforce strict PIN policies, including mandatory PIN changes at the time of download and no option for PIN resets.

S No	Name Of the Vendor	Product with Product series
1	WATCHDATA TECHNOLOGIES (India) PVT. LTD #2370, 19th Cross, Banashankari 2 Stage, KR. Road, Bangalore 560070. Contact Person: Jagadish Sales Manager Tel/Fax: +91 080-26762012 Mobile: +91-9900191968 9964269100 E-Mail: jagdish.rohit@watchdata.com.sg Website: www.watchdata.com/	PROXKey - WD
2	PAGARIA ADVISORY PRIVATE LIMITED 901-902, Mayuresh Square, Plot - 17, Sector -15, CBD Belapur, Navi Mumbai, Maharashtra — 400614 Email: <a href="mailto:ankush@pagariagroup.com">ankush@pagariagroup.com</a> Mob: +91 9323251252 Knowledge Portal: <a href="mailto:www.knowledge.cryptoplanet.in">www.knowledge.cryptoplanet.in</a> Ticket Support: <a href="www.support.cryptoplanet.in">www.support.cryptoplanet.in</a> IVR:+91 93336 93336	PROXKey - WD
	CHARTERED INFORMATION SYSTEMS PVT LTD	
	#222-223, Durga Chambers, 1334/35, Desh Bandhu Gupta Road, Karolbagh, NEW DELHI – 110 005 INDIA	
	#110, Hari-Om Plaza, Building No 3, Opp. National Park,M G Road, Borivali (E), Mumbai - 400 066 INDIA	
3	"Chartered House", Near Lata Mangeshkar Musical Park, Bhandara Road, NAGPUR – 440 008 INDIA	HYP2003 - HS
	#207-B, Wing A, Brigade Majestic,1st Main (Kalidas) Road, Above AirTel Gallery, Gandhi Nagar, Bengaluru – 560 009 INDIA	
	Contact Person: Navneet Vasant Mobile: +91 9860 561871 Email: navneet@charteredinfo.com	
	Thales DIS India Private Limited  M/s Thales DIS India Private Limited	
4	Plot no C-001A/2,3-8 Floor Berger Tower Section- 16B, Gautam Buddha Nagar, Noida, UP, IN, 201301 Contact details: Pratik Sangoi	Thales safenet etoken 5110 - TH
	E-Mail: pratik.sangoi@thalesgroup.com	

Mobile: +91 96198 61691

Santhosh Raju

E-Mail:

Santhosh.raju@thalesgroup.com

Mobile: +91 90366 37033

Website: <a href="https://cpl.thalesgroup.com/access-management/authenticators/pki-usb-authentication">https://cpl.thalesgroup.com/access-management/authenticators/pki-usb-authentication</a>

## **Cost Details of Class 3 Production Digital Certificates**

SL. No.	Type of Certificate	Validity	Unit Cost	GST @18%	Total Cost
1.	Class 3 Signing Certificate	1 Year	1,000.00	180.00	1,180.00
		2 Years	1,800.00	324.00	2,124.00

Note: All prices are in INR

## **Bank Details for Payment**

Mode of Payment	National Electronic Fund Transfer (NEFT)
Beneficiary Name	IDRBT – CA
Bank Name State Bank of India	
Branch	New Mallepally Branch, Hyderabad
A/c No.	35779677352
MICR Code	500002028
IFSC Code	SBIN0008027
Account	Current Account

#### After making payment, please share the payment details in the following format

Name of Bank	UTR No Date of Payment		Amount	TDS (if deducted)	Total Amount	GST number