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Certifying Authority

Subscriber Application Form
User Type: Government / Organization / Banking Sector

SSL
SSL/DV

Type of Certificate, tick as appplicable: ☐ **SSL** ☐ **System or Device**

Validity of Certificate (tick one):	☐ **1 year**	☐ **2 years**
Class of Certificate:	☐ **Class 3**	

RA Name: _____ Request No: _____

1) Please read the "Instructions Box" to fill this form.
2) Please fill the Application Form in block letters.
3) Items marked with * are mandatory.

**STAPLE ONLY
(DO NOT GLUE)**
recent passport
size photograph of
the Applicant.

Applicant to sign on
the reverse side of
the photograph.

1 APPLICANT DETAILS

*Surname: _____

*Given Name: _____

Initials: _____ *Gender: ☐ Male ☐ Female

*Father's/Husband's Name: _____

_____

*Mother's Name: _____

_____

*Nationality: _____ *Date of Birth: DD/MM/YYYY _____ / _____ / _____

For Foreign Nationals:

Passport No: _____ Country: _____

Passport Expiry Date: _____

Visa No: _____

Visa Date of Issue: DD/MM/YYYY _____ / _____ / _____

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| 2 | RESIDENTIAL ADDRESS |

*House Identifier: _____

*Street Address: _____

_____

*City: _____ *Post Code: _____

Upazila/PS: _____

*District: _____

State: _____ *Country: _____

*E-Mail: _____
(A valid and active email ID that is accessed frequently)

Alternative Email: _____

*Mobile: _____

Telephone: _____ Fax: _____

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DOHA House, 43 Purana Paltan Line, Dhaka 1000, Bangladesh
T: 836 3507, 934 1003, 934 8119; **M:** 01678625350; **F:** 880 2 956 9326
E: helpdesk@dohatec-ca.com.bd; esign@dohatec-ca.com.bd

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3	**ORGANIZATION DETAILS**	☐ Government	☐ Banking Sector	☐ Public Ltd. Co's
		☐ Partnership Firms	☐ Proprietary Firms	☐ Private Ltd. Co's

*Organisation Name: _____

For Government: Administrative Ministry/Dept: _____

For Banking Sector: Branch: _____

*Designation of Applicant: _____

*House Identifier: _____

*Street Address: _____

_____

*City: _____ *Post Code: _____

Upazila/PS: _____

*District: _____

State: _____ *Country: _____

*E-Mail: _____

Website: www._____

*Telephone: _____

Mobile: _____ Fax: _____

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4	**WEB SERVER DETAILS**

Please provide both URL and IP Address. If you do not have both, provide one:

URL/Domain Name: _____

IP Address: _____

Server Types: _____

Services / Device Details: _____

_____

Physical Location: _____

_____

☐ Domain Name Registration Proof (attested copy)

If the domain in the certificate request is not registered by the organization requesting for the certificate, provide:

☐ Domain Name Authorization Letter on company letterhead signed by authorized person (as per annexure-B)

5	**SYSTEM OR DEVICE DETAILS** (provide at least one)

IP Address: _____

MAC Address: _____

Serial Number: _____
　　　　　　　(CPU or any electronically verifiable serial number)

Unique ID: _____

☐ Provide an official letter as proof the particular system or device belongs to a Government / Organisation / Bank / etc.

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6   APPLICANT DETAILS

TYPES OF ACCEPTABLE ID	
Primary ID: • National ID • Passport • Employee ID • Driving License	**Secondary ID:** • Birth Registration Certificate • TIN Certificate

TYPES OF ATTESTING AUTHORITY / OFFICE	
• Gazetted Officer • Public University Teacher • Private University VC/Registrar • College Principal	• City Mayor • Municipality Chairman • Nationalized Commercial Bank Manager

- Application Form with all supporting documents must be submitted to the **Registration Authority's office**.
- Please provide appropriate identification details of the selected document.
- All documents and subscriber proof of identity / residence must be **attested** by an Attesting Authority before submitting.
- **For proof of identity and residence, two Primary IDs are required. If the Subscriber does not have two Primary IDs, one Primary ID and one Secondary ID must be provided.**

If the residence address provided on page 1 of this Form matches with the address in the Primary ID proof, complete **Box A** only.

If the residence address submitted on page 1 of this Form does not match with the address in the Primary ID proof, complete **Boxes B** and **C** only. In addition, an affidavit or a suitable declaration as evidence (to the satisfaction of the Registration Authority [RA]) must be submitted.

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BOX A — Identity and residence proof (Select two IDs, one must be a Primary ID)

PRIMARY ID

☐ National ID: _____

☐ Passport No: _____

☐ Employee ID: _____

☐ Driving License: _____

SECONDARY ID

☐ Birth Registration Certificate:_____

☐ TIN Certificate: _____

BOX B — Identity proof (Select two IDs, one must be a Primary ID)

PRIMARY ID

☐ National ID: _____

☐ Passport No: _____

☐ Employee ID: _____

☐ Driving License: _____

SECONDARY ID

☐ Birth Registration Certificate:_____

☐ TIN Certificate: _____

BOX C — Residence proof (Select one)

Utility bill: ☐ WASA   ☐ Electricity   ☐ Gas

☐ Ward Commissioner's Certificate:_____

☐ Municipality Tax (bill no): _____

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7	**PROOF OF ORGANIZATION**
	Corporate / Branch / Registered office (any one ATTESTED copy required)

☐ *Attested copy of Organization TIN certificate: _____

☐ *Details of the Company Directors or Partners to be submitted on the Company Letterhead,
   Name, Designation, Address and TIN or National ID or Passport details to be given
   on the Company Letterhead

☐ *Company's Bank details (on Company Letterhead) or

☐ *Attested copy of the Bank Statement

☐ **PUBLIC LIMITED COMPANY**

☐ Certificate of Incorporation: _____

☐ Business Commencement: _____

☐ Memorandum and Articles of Association: _____

☐ Latest Annual Report: _____

☐ **PRIVATE LIMITED COMPANY**

☐ Certificate of Incorporation: _____

☐ Memorandum and Articles of Association: _____

☐ Latest Annual Report: _____

☐ **PARTNERSHIP FIRMS**

☐ Partnership Deed: _____

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☐ **PROPRIETARY FIRMS**

☐ Trade License:_____

☐ VAT Certificate: _____

☐ Latest Bank Statement: _____

☐ Latest Balance Sheet: _____

INSTRUCTIONS BOX

- All subscribers are advised to read the Certificate Practice Statement of CA.
- 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.
- **The Certificate must not be shared with others or used by them on your behalf.**
- Certificate revocation is permanent and irreversible. If your Certificate is revoked, you will have to reapply for a fresh Certificate.
- It is your responsibility to remember the password that are used while generating/exporting the certificates/keys.

- **If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your Certificate.**
- 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.
- Application form must be submitted in person.
- Incomplete/Inconsistent application is liable to be rejected.

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| **8** | **APPLICANT DECLARATION** |

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

Date: DD/MM/YYYY _____ / _____ / _____   Place: _____

_____
Signature of the Applicant

| **9** | **REGISTRATION AUTHORITY (RA'S) DECLARATION** |

I, hereby confirm that, I have received and verified the documents submitted by the subscriber.

Date: DD/MM/YYYY _____ / _____ / _____   Place: _____

_____
Signature of the RA Administrator

The certificate request form, demand draft and the supporting documents as per the document checklist have to be forwarded to the following address. (Mark the envelop as 'APPLICATION FOR DIGITAL CERTIFICATE'):

Registration Authority (RA's) office
Dohatec CA
DOHA House
43 Purana Paltan Line
Dhaka 1000, Bangladesh

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10 DOCUMENTS CHECKLIST All photocopy documents should be attested

The Applicants must submit the following relevant documents to the Registration Authority's office:
GENERAL DOCUMENTS REQUIRED

☐ One original and two photocopies of the completed Application Form

☐ Three copies of completed online Certificate Enrollment Form Request No.

☐ Three recent passport sized colour photographs depicting full face (not exceeding 6 months) of the Applicant (applicants to sign on the reverse side of the photograph)

Method of Payment (tick one): ☐ Demand Draft   ☐ Pay Order

☐ One original copy of Authorization Letter and two photocopies

☐ Three sets of Organization TIN Certificate photocopy

WEB SERVER (as applicable):

☐ Domain Name Registration Proof (attested copy)

☐ Domain Name Authorization Letter on company letterhead signed by authorized person (as per annexure-B)

SYSTEM OR DEVICE:

☐ Provide an official letter as proof the particular system or device belongs to a Government / Organisation / Bank / etc.

PRIMARY ID PROOF (as applicable):

☐ Three sets of National ID photocopy

☐ Three sets of Passport photocopy page 1-5 (information page for Machine Readable Passport)

☐ Three sets of Employee ID photocopy

☐ Three sets of Driving License photocopy

SECONDARY ID PROOF (as applicable):

☐ Three sets of Birth Registration Certificate photocopy

☐ Three sets of TIN Certificate photocopy

PROOF OF RESIDENCE:

☐ Three sets of latest utility bill (not exceeding 3 months) photocopy such as WASA, electricity, gas bill

☐ Three sets of Ward Commissioner's Certificate photocopy

☐ Three sets of Municipality Tax photocopy

(Checklist continued next page)

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PROOF OF ORGANIZATION (as applicable):

☐ PUBLIC LIMITED COMPANY

☐ Three sets of Certificate of Incorporation photocopy

☐ Three sets of Business Commencement photocopy

☐ Three sets of Memorandum and Articles of Association

☐ Three sets of latest Annual Report photocopy

☐ PRIVATE LIMITED COMPANY

☐ Three sets of Certificate of Incorporation photocopy

☐ Three sets of Memorandum and Articles of Association

☐ Three sets of latest Annual Report photocopy

PARTNERSHIP FIRMS

☐ Three sets of Partnership Deed photocopy

PROPRIETARY FIRMS

☐ Three sets of Trade License photocopy

☐ Three sets of VAT Certificate photocopy

☐ Three sets of latest Bank Statement photocopy

☐ Three sets of latest Balance Sheet photocopy

NOTE: The RA Administrator reserves the right to request for additional documents as deemed necessary

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ANNEXURE A – AUTHORIZATION LETTER

(Please print out this form on letterhead and complete as shown.)

I, _____

in the capacity of the _____

of _____

authorize _____

whose signature is attested below to carry out all the necessary formalities on behalf of

_____

for the application of a **Class-2 / Class-3**, **Digital Certificate** with the validity period of

_____ year(s).

_____   _____

Signature of the Authorizing Person   Signature of the Applicant

_____   _____

Designation of the Authorizing Person   Designation of the Applicant

ANNEXURE B – DOMAIN NAME AUTHORIZATION LETTER

Date: (DD/MM/YY) _____ / _____ / _____

I confirm and warrant that:

Certificate Applicant is (Certificate Applicant):

_____

Domain to be included in the certificate is (Domain):

_____

Registrant of the Domain is (Registrant):

_____

I am the registrant (and/or employed by the Registrant) and am duly authorized to sign this Domain Authorization Letter and to deal with all matters related to the registration of the Domain.

CA/subCA _____ has received a request from CERTIFICATE APPLICANT to issue Web Server Digital Certificate(s) under their name. CERTIFICATE APPLICANT desires to install the Digital Certificate on its web server(s) for the domain and ultimately to enable secure communications with its users.

We have granted CETIFICATE APPLICANT the right to use the Domain as a common name in the Digital Certificate request referenced above and to otherwise use the Domain in connection with its business.

We agree to indemnify CA/subCA _____ and its directors, officers, agents, employees, contractors, parents, affiliates, or subsidiaries (collectively, the 'Indemnified Parties') and hold the Indemnified Parties harmless from and against any losses, costs, damages, and fees (including reasonable attorney's fees) incurred by the Indemnified Parties in connection with:

Any breach on our part of any representation or obligation under this letter or any domain name registration agreement between us and the Registry governing the Domain name registration; or acts or omissions, the use of any product or service provided by us, or any other item furnished by us to the Applicant related to the use of the Digital Certificate (collectively, the 'Indemnity Conditions'). Upon appropriate notice, we shall defend, at its expense, any claim brought against one of more of the Indemnified Parties based on or arising out of one or more of the Indemnity Conditions.

Regards,

Full Name: _____

Job Title: _____

Company Name: _____

Company Telephone Number: _____

Signature: _____