## Type of Certificate: **System or Device Certificate**

| | |
|---|---|
| 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 _____ / _____ / _____

**e-সাইন**
Digital Certificate

**Dohatec New Media • www.dohatec-ca.com.bd**
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

**1 of 10**

**Dohatec CA**
Certifying Authority

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

SSL/DV

## 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: _____

**Dohatec New Media • www.dohatec-ca.com.bd**
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

e-সাইন
Digital Certificate

**2 of 10**

**DohatecCA**
Certifying Authority

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

SSL/DV

## 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: _____

**DohatecCA**
Certifying Authority

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

**SSL/DV**

---

| **4** | **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.

---

**e-সাইন**
Digital Certificate

**Dohatec New Media • www.dohatec-ca.com.bd**
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

**4 of 10**

**DohatecCA**
Certifying Authority

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

SSL/DV

## 5    APPLICANT DETAILS

| TYPES OF ACCEPTABLE ID | |
| --- | --- |
| **Primary ID:**<br>• National ID<br>• Passport<br>• Employee ID<br>• Driving License | **Secondary ID:**<br>• Birth Registration Certificate<br>• TIN Certificate |

| TYPES OF ATTESTING AUTHORITY / OFFICE | |
| --- | --- |
| • Gazetted Officer<br>• Public University Teacher<br>• Private University VC/Registrar<br>• College Principal | • City Mayor<br>• Municipality Chairman<br>• 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.

**e-সাইন**
Digital Certificate

**Dohatec New Media • www.dohatec-ca.com.bd**
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

**5 of 10**

**DohatecCA**
*Certifying Authority*

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

**SSL/DV**

| **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): _____

## 6 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: _____

**(Continued next page)**

**7 of 10**

**DohatecCA**
Certifying Authority

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

**SSL/DV**

---

☐ **PROPRIETARY FIRMS**

☐ Trade License:_____

☐ VAT Certificate: _____

☐ Latest Bank Statement: _____

☐ Latest Balance Sheet: _____

**e-সাইন**
Digital Certificate

**Dohatec New Media • www.dohatec-ca.com.bd**
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

**8 of 10**

**DohatecCA**
Certifying Authority

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

$\boxed{\text{SSL/DV}}$

---

## 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.

---

| **7** | **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

---

| **8** | **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

---

**e-সাইন**
Digital Certificate

**Dohatec New Media • www.dohatec-ca.com.bd**
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

**9 of 10**

**DohatecCA**
Certifying Authority

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

**SSL/DV**

| **9** | **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

**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)**

**DohatecCA**
Certifying Authority

**Subscriber Application Form**
**User Type:** Government / Organization / Banking Sector
**System or Device Certificate**

SSL/DV

| PROOF OF ORGANIZATION (as applicable): |
|---|
| ☐ **PUBLIC LIMITED COMPANY** |
| ☐ Three sets of Certificate of Incorporation photocopy<br>☐ Three sets of Business Commencement photocopy<br>☐ Three sets of Memorandum and Articles of Association<br>☐ Three sets of latest Annual Report photocopy |
| ☐ **PRIVATE LIMITED COMPANY** |
| ☐ Three sets of Certificate of Incorporation photocopy<br>☐ Three sets of Memorandum and Articles of Association<br>☐ Three sets of latest Annual Report photocopy |
| **PARTNERSHIP FIRMS** |
| ☐ Three sets of Partnership Deed photocopy |
| **PROPRIETARY FIRMS** |
| ☐ Three sets of Trade License photocopy<br>☐ Three sets of VAT Certificate photocopy<br>☐ Three sets of latest Bank Statement photocopy<br>☐ Three sets of latest Balance Sheet photocopy |
| **NOTE: The RA Administrator reserves the right to request for additional documents as deemed necessary** |

**Dohatec New Media • www.dohatec-ca.com.bd**
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

**11 of 10**

# 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