



VERIFICATION GUIDELINES & APPLICATION PROCEDURE

Supplement to eMudhra Certification Practice Statement

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1. Introduction

In accordance to section 3.1.12 of eMudhra Certification Practice Statement, this document describes the Verification Guidelines and Application Procedure for various types and classes of certificates issued by eMudhra.

The provisions of these guidelines are under the provisions defined the Identity Verification Guidelines of CCA. No provisions in this guidelines shall override the provisions of Identity Verification Guidelines of CCA.

2. Application Procedure

For all types and classes of certificates, the applicant has to submit application form, in the prescribed format. The application formats are available in www.e-mudhra.com/repository.

The formats of the application may differ for cases Individual, Government Organization, Banking Organization and Other Organization, under each type of certificate. All category of applicants shall be represented by a human sponsor (Individual), including the Organization Certificates.

The application shall include necessary supporting documents as mentioned in Verification Guidelines. In case of Attestation of documents by the prescribed officer, it shall be made on the photocopy, after verifying the same against their originals.

Such filled in application form can be submitted to any of eMudhra Registration Authority (RA), or an RA Associate, or to eMudhra CA.

In case of Class 3 certificate, the applicant has to be physically verified by CA, as per the Identity Verification Guidelines of CCA.

3. Verification Guidelines

All the verification guidelines are in accordance to Identity Verification Guidelines of CCA, and shall be referred at www.cca.gov.in.