



**MTNLTRUSTLINE Form for Application for issue of Class 3 Server
Digital Certificate (1 year) by RENUKA INFOCOM PVT LTD ,
Ph 91-11-47003131,91-11-27351188.**

To Be Filled and Signed By Authorized Signatory

1. Name of Organization * _____

2. Server Name * _____
(Fully Qualified Domain Name of the server for which Digital Certificate is requested.)

3. Registration Number * _____

4. Date of Incorporation/Agreement/Partnership * --/--/----

5. Particulars of Business: *
Head Office _____
Name of Office _____
Flat/Door/Block No. _____
Name of Premises/Building/Village _____
Road/Street/Lane/Post Office _____
Area/Locality/Taluka/Sub-Division _____
Town/City/District _____ Pin _____
State/Union Territory _____
Telephone No. _____
Fax _____
Web page URL, if any _____
No. of Branches _____
Nature of Business _____



6. Income Tax PAN No. * _____

7. Turnover in the last financial year Rs. _____

8. Names, Addresses etc. of Partners/Members/Directors

No. of Partners/Members/Directors * _____

Details about Partners/Members/Directors

(For Information about more persons, please add separate sheet(s) in the format given below) *

Full Name

Last Name/Surname _____

First Name _____

Middle Name _____

Address

Flat/Door/Block No. _____

Name of Premises/Building/Village _____

Road/Street/Lane/Post Office _____

Area/Locality/Taluka/Sub-Division _____

Town/City/District _____

State/Union Territory Pin _____

Telephone No. _____

Fax No. _____

Mobile Phone No. _____

Nationality _____

In case of foreign national, Visa details _____

Passport Details #

Passport No. _____

Passport issuing authority _____

Passport expiry date _____

Voter's Identity Card No. # _____



Income Tax PAN no. # _____
E-mail Address _____
Personal Web page URL, if any _____

9. Bank Details

Bank Name * _____
Branch * _____
Bank Account No. * _____
Type of Bank Account * _____

10. Type of Digital Signature Certificate required CLASS 3 SERVER CERTIFICATE

11. Mode of Payment * Cash / Pre-paid Coupon / Demand Draft

In Case of Demand Draft,

DD No & Bank Name _____

12. I hereby declare that I have read the Subscriber Agreement attached to this form and accept the conditions therein on behalf of the Organization named in column 1.

___/___/___ (dd/mm/yyyy)

Date

Authorized Signatory

(Signature with Official Stamp)

FOR OFFICE USE

CUSTOMER ID: _____

REFERENCE ID: _____



INSTRUCTIONS

1. Columns marked with * are mandatory.
2. For the columns marked with # details for at least one is mandatory.
3. The CSR should be sent as a text attachment by e-mail to server_enroll@mtnltrustline.com , cra@mtnltrustline.com info@renukainfo.com .The subject of the e-mail should be "CSR for <customer ID & reference ID>", where "customer ID & reference ID" is as given in the demand note issued after submission of this application form.
4. Along with the completed and signed application form, please attach copies of three documents as mentioned below:
 - a. **Proof for organization name:**
 - o For companies registered under the Companies Act - Copy of the Certificate of Incorporation (COI) and Memorandum of Association (MOA) attested by a Director of the organization.
 - o For partnership firms – Copy of the registered partnership deed attested by a partner of the firm.
 - o For sole proprietorship concerns – A banker's attestation of the name of the sole proprietorship concern and the signature of the sole proprietor.
 - o For organizations created by an Act of the Parliament – A copy of the relevant Act or Government Gazette plus an attestation of the application form by an officer of the rank of Head of Department or above.
 - o For government departments – An attestation of the application form by a gazetted officer of the rank of Joint Secretary of above.
 - o For any other organization like a NGO, etc – Certificate issued by appropriate Government or Government Agency.
 - b. **Proof of right to use domain name** is required only in case the domain-name is not owned by the organization applying for the certificate. This is in the form of an "Authorization of Domain Name Use" letter from the organization owning the domain name. This letter has to be on the letter head of the organization owning the domain name and must be signed by the person listed as the organizational contact in the "DNS whois" records for that domain. The template for the letter is available at <https://www.mtnltrustline.com/repository/adnu.html> or can be obtained from the RA.

SUBSCRIBER AGREEMENT

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

This Subscriber Agreement details the terms and conditions regarding Your application ("Certificate Application") for a Certificate and, if MTNLTRUSTLINE accepts Your Certificate Application, the terms and conditions regarding Your use of the Certificate to be issued by MTNLTRUSTLINE to You as "Subscriber" of that Certificate.

This Subscriber Agreement will become effective upon Your submission of the Certificate Application to MTNLTRUSTLINE or an MTNLTRUSTLINE RA. By submitting Your Certificate Application You are requesting MTNLTRUSTLINE to issue a Certificate to You and are expressing Your agreement to the terms of this Subscriber Agreement. MTNLTRUSTLINE certification services are governed by the MTNLTRUSTLINE Certification Practice Statement ([MTNLTRUSTLINE CPS](#)) as amended from time to time, which is incorporated by reference into this subscriber agreement. You agree to use the Certificate and any related CA services only in accordance with the [MTNLTRUSTLINE CPS](#). By applying for a Certificate You confirm that You have read the [MTNLTRUSTLINE Certification Practice Statement](#) and agree to all its terms.

1. DESCRIPTION OF CERTIFICATES.

A Certificate is a digitally signed message that contains a Subscriber's public key and associates it with information authenticated by MTNLTRUSTLINE or an MTNLTRUSTLINE RA. MTNLTRUSTLINE under this Agreement offers three distinct classes ("Classes") of Certificates, Classes 1, 2, and 3. Each class, of Certificates provides specific functionality and security features and corresponds to a specific level of trust. You are responsible for choosing which Class of Certificate You need. The following subsections state the appropriate uses and authentication procedures for each Class of Certificate. For more detailed information about MTNLTRUSTLINE's digital certificates, please see the [MTNLTRUSTLINE Certification Practice Statement](#).

1.1. CLASS 1 CERTIFICATES.

Class 1 Certificates are issued to Individuals with valid e-mail addresses.

Class 1 validation procedures are based on the assurance that the subscriber's Distinguished Name (DN) is unique and unambiguous within MTNLTRUSTLINE Repository and that the e-mail address in the DN is associated with the Public Key in the Certificate.

Class 1 Certificates are appropriate for Digital Signatures, encryption, and electronic access control for non-commercial transactions where proof of identity is not required.

1.2. CLASS 2 CERTIFICATES.

Class 2 Certificates are issued to Individuals, and Devices.

Class 2 validation procedures are based on the assurance that subscriber's Distinguished Name (DN) is unique and unambiguous within MTNLTRUSTLINE Repository and that the identity of the Subscriber based on information provided by the Subscriber in the Certificate Application does not conflict with the information in a MTNLTRUSTLINE approved and well recognized business or consumer database(s) (Validating Database).

Class 2 Individual Certificates are appropriate for Digital Signatures, encryption, and electronic access control in transactions where proof of identity based on information in the Validating Database is sufficient.

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Class 2 Device Certificates are appropriate for device authentication; message, software, and content integrity; and confidentiality encryption.

1.3. CLASS 3 CERTIFICATES.

Class 3 Certificates are issued to Individuals, Organizations, Servers, Devices, and Administrators for CAs and RAs.

The validation procedures for Class 3 Certificates issued to Individuals are based on the personal (physical) presence of the Subscriber before a MTNLTRUSTLINE authorized person that confirms the identity of the Subscriber using a well-recognized form of government issued identification and one other identification credential.

The validation procedures for Class 3 Certificates issued to Organizations are based on a confirmation that the Subscriber Organization does in fact exist, that the organization has authorized the Certificate Application, and that the person submitting the Certificate Application on behalf of the Subscriber was authorized to do so.

Class 3 Individual Certificates are appropriate for Digital Signatures, encryption, and access control in transactions requiring a high assurance about the Subscriber's identity.

Class 3 Server Certificates are appropriate for server authentication; message, software, and content integrity; and confidentiality encryption.

2. CERTIFICATE APPLICATION PROCESSING.

Upon MTNLTRUSTLINE's receipt of the necessary payment and upon completion of authentication procedures required for the Certificate You have applied for, MTNLTRUSTLINE will process Your Certificate Application. MTNLTRUSTLINE will notify You whether Your Certificate Application is approved or rejected. If Your Certificate Application is approved, MTNLTRUSTLINE will issue You a Certificate for Your use in accordance with this Subscriber Agreement. Your act of receiving a certificate from MTNLTRUSTLINE or an MTNLTRUSTLINE RA, or downloading a certificate, or installing a certificate from a message attaching it is considered Your acceptance of the Certificate. After You pick up or otherwise install Your Certificate, You must review the information in it before using it and promptly notify MTNLTRUSTLINE of any errors. Upon receipt of such notice, MTNLTRUSTLINE may revoke Your Certificate and issue a corrected Certificate.

3. OBLIGATIONS.

3.1. MTNLTRUSTLINE OBLIGATIONS.

MTNLTRUSTLINE agrees to:

- i. Perform the specific obligations described throughout the [MTNLTRUSTLINE CPS](#).
- ii. Maintain Your Certificate and associated CRL in a 'X.500' compliant directory with LDAP access.
- iii. Regularly update the 'National Repository of Digital Certificates' (NRDC) about the Issuance, Revocation, or suspension of Digital Certificates.
- iv. Not disclose information provided by You to any third party unless the disclosure is with Your prior approval or is forced by a court order or other legal requirement.

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3.2 YOUR OBLIGATIONS.

You, as the Subscriber of a Certificate from MTNLTRUSTLINE, agree to:

- i. Provide complete and accurate information in Your Certificate Application;
- ii. Assent to this [MTNLTRUSTLINE Subscriber Agreement](#) as a necessary pre-condition for obtaining a Certificate from MTNLTRUSTLINE.
- iii. Perform Subscriber functions in accordance with the specific obligations appearing throughout the [MTNLTRUSTLINE CPS](#).
- iv. Use Your Certificate(s) in accordance with [MTNLTRUSTLINE CPS § 1.3.4](#).
- v. Protect Your private key(s) in accordance with [MTNLTRUSTLINE CPS §§ 6.1, 6.2, 6.4](#).
- vi. If You discover or have reasons to believe that there has been a compromise of Your private key or the activation data protecting such private key, or the information within the Certificate is incorrect or has changed, then You will promptly notify the entity that approved Your Certificate Application in accordance with [MTNLTRUSTLINE CPS § 4.4.1.1](#) and request Revocation of the Certificate in accordance with [MTNLTRUSTLINE CPS §§ 3.4, 4.4.3.1](#), and notify any person that may reasonably be expected by You to rely on a digital signature verifiable with reference to Your Certificate.
- vii. Cease use of Your private key(s) at the end of the key usage periods in accordance with [MTNLTRUSTLINE CPS § 6.3.2](#).

You also agree not to intentionally monitor, interfere with, or reverse engineer the technical implementation of MTNLTRUSTLINE or otherwise intentionally compromise the security of the MTNLTRUSTLINE PKI.

4. WARRANTIES.

4.1. MTNLTRUSTLINE WARRANTIES. MTNLTRUSTLINE warrants to You that:

- i. There are no material misrepresentations of fact in the Digital Certificate known to or originating from MTNLTRUSTLINE or its Sub-CAs or RAs,
- ii. There are no errors in the information in the Digital Certificate that were introduced by MTNLTRUSTLINE or its Sub-CAs or its RAs while approving the Certificate Application or issuing the Digital Certificate as a result of a failure to exercise reasonable care in managing the Certificate Application or creating the Digital Certificate,
- iii. Your Digital Certificate(s) meet all material requirements of the [MTNLTRUSTLINE CPS](#), and
- iv. Revocation services and use of the Repository conform to the [MTNLTRUSTLINE CPS](#) in all material aspects.

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4.2. YOUR WARRANTIES. You warrant to MTNLTRUSTLINE and anyone who relies on Your Certificate that:

- i. Each digital signature created using the private key corresponding to the Public Key listed in the Digital Certificate is Your digital signature and the Digital Certificate has been accepted and is operational (not expired or revoked) at the time the digital signature is created,
- ii. You have been (since the time of its creation) and will remain the only person possessing Your private key and no unauthorized person has had or will have access to Your private key,
- iii. You have been (since the time of its creation) and will remain the only person possessing any challenge phrase, PIN, software, or hardware mechanism protecting Your private key and no unauthorized person has had or will have access to the same,
- iv. All representations made by You in the Certificate Application are true,
- v. All information supplied by You and contained in the Digital Certificate is true,
- vi. The Digital Certificate is being used exclusively for authorized and legal purposes, consistent with the [MTNLTRUSTLINE CPS](#), and
- vii. You are an End User Subscriber and not a CA, and will not use the private key corresponding to the Public Key listed in Your Digital Certificate(s) for purposes of digitally signing any Digital Certificate (or any other format of certified Public Key) or CRL, as a CA or otherwise.

5. DISCLAIMERS OF WARRANTIES.

You agree that Your use of MTNLTRUSTLINE's service(s) is solely at Your own risk. You agree that all such services are provided on an "as is" and as available basis, except as otherwise noted in this subscriber agreement. MTNLTRUSTLINE expressly disclaims all warranties of any kind, whether express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose and non-infringement. Other than the warranties as set forth in section 4 above, MTNLTRUSTLINE does not make any warranty that the service will meet Your requirements, or that the service will be uninterrupted, timely, secure or error free; nor does MTNLTRUSTLINE make any warranty as to the results that may be obtained from the use of the service or to the accuracy or reliability of any information obtained through MTNLTRUSTLINE's service. You understand and agree that any material and/or data downloaded or otherwise obtained through the use of MTNLTRUSTLINE's services is done at Your own discretion and risk. No advice or information, whether oral or written, obtained by you from MTNLTRUSTLINE or through MTNLTRUSTLINE's services shall create any warranty not expressly made herein, you may not rely on any such information or advice. MTNLTRUSTLINE is not responsible for and shall have no liability with respect to any products and/or services purchased by you from a third party.

6. INDEMNITY.

You agree to release, indemnify, defend and hold harmless MTNLTRUSTLINE and any of its contractors, agents, employees, officers, directors, shareholders, and assigns from all liabilities, claims, damages, costs and expenses, including reasonable legal fees and expenses, of third parties relating to or arising out of (i) This Subscriber Agreement or the breach of Your warranties, representations and obligations under this Subscriber Agreement, (ii) Falsehood or misrepresentation of fact by You on the Certificate Application, (iii) Failure to disclose a material fact on the Certificate Application if the misrepresentation or omission was made negligently or with intent to

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deceive any party, (iv) Any intellectual property or other proprietary right of any person or entity, (v) Your failure to protect the private key, or use a trustworthy system, or to take the precautions necessary to prevent the compromise, loss, disclosure, modification or unauthorized use of the private key under the terms of this Subscriber Agreement. When MTNLTRUSTLINE is threatened with suit or sued by a third party, MTNLTRUSTLINE may seek written assurances from You concerning Your promise to indemnify MTNLTRUSTLINE, Your failure to provide those assurances may be considered by MTNLTRUSTLINE to be a material breach of this Subscriber Agreement. The terms of this section will survive any termination or cancellation of this Subscriber Agreement.

7. LIMITATIONS OF LIABILITY.

This section applies to liability under contract (including breach of warranty), tort (including negligence and/or strict liability), and any other legal or equitable form of claim. If you initiate any claim, action, suit, arbitration, or other proceeding relating to services provided under this agreement, and to the extent permitted by applicable law, MTNLTRUSTLINE's total liability for damages sustained by you and any third party for any use or reliance on a specific certificate shall be limited, in the aggregate, to the amounts set forth below:

CLASS OF CERTIFICATE	CLASS 1	CLASS 2	CLASS 3
LIABILITY CAPS	INR 1,000	INR 5,000	INR 15,000

The liability limitations provided in this section shall be the same regardless of the number of digital signatures, transactions, or claims related to such certificate. MTNLTRUSTLINE shall not be obligated to pay more than the total liability limitation for each certificate.

8. FIDUCIARY RELATIONSHIPS (NOPARTNERSHIP).

MTNLTRUSTLINE expressly disclaims any intention to create a partnership, employer/ employee relationship, joint venture, joint enterprise, or fiduciary relationship with MTNLTRUSTLINE or MTNLTRUSTLINE Enterprise RA Customer or MTNLTRUSTLINE Enterprise Sub-CA Customer on one hand and You (Subscriber) on the other hand. It is understood, acknowledged, and agreed that nothing contained in this agreement nor any acts of MTNLTRUSTLINE or any subscriber shall constitute or be deemed to constitute MTNLTRUSTLINE or MTNLTRUSTLINE Enterprise RA Customer or MTNLTRUSTLINE Enterprise Sub-CA Customer on one hand and You (Subscriber) on the other hand as partners, employer and employee, joint venturer, principal and agent, trustee and beneficiary, or as in a fiduciary relationship of any kind, in any way, or for any purpose.

9. FORCE MAJEURE.

Except for payment and indemnity obligations hereunder, neither party shall be deemed in default hereunder, nor shall it hold the other party responsible for, any cessation, interruption or delay in the performance of its obligations hereunder due to earthquake, flood, fire, storm, natural disaster, act of God, war, armed conflict, terrorist action, labor strike, lockout, boycott, provided that the Party relying upon this Section 7 shall have given the other party written notice thereof promptly and, in any event, within five (5) days of discovery thereof and (ii) shall take all reasonable steps reasonably necessary under the circumstances to mitigate the effects of the force majeure event upon which such notice is based; provided further, that in the event a force majeure event described in this Section 7 extends for a period in excess of thirty (30) days in aggregate, the other party may immediately terminate this Subscriber Agreement.

10. SEVERABILITY.

You agree that the terms of this Subscriber Agreement are severable. If any term or provision is declared invalid or unenforceable, in whole or in part, that term or provision will not affect the remainder of this Subscriber

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Agreement; this Subscriber Agreement will be deemed amended to the extent necessary to make this Subscriber Agreement enforceable, valid and, to the maximum extent possible consistent with applicable law, consistent with the original intentions of the parties; and the remaining terms and provisions will remain in full force and effect.

11. GOVERNING LAW.

You and MTNLTRUSTLINE agree that the information technology act 2000, information technology (certifying authorities) rules 2000 and information technology (certifying authority) regulations 2001, and any subsequent updates shall govern all services provided under this agreement.

12. DISPUTE RESOLUTION.

To the extent permitted by law, any and all disputes, claims or controversies arising out of or in any way connected with this agreement, its negotiation, performance, breach, existence, termination or validity shall be resolved by a meeting between the parties attended by individuals with decision making authority regarding the dispute, to attempt in good faith to negotiate a resolution of the dispute. If the parties are not successful in negotiating a resolution of the dispute within 30 days after such meeting, they must submit the dispute to the controller of certifying authorities (cca). Under the IT Act 2000, the controller of certifying authorities (cca) is authorized to resolve disputes arising out of CA services.

13. NON-ASSIGNMENT.

Except as otherwise set forth herein, Your rights under this Agreement are not assignable or transferable. Any attempt by Your creditors to obtain an interest in Your rights under this Subscriber Agreement, whether by attachment, levy, garnishment or otherwise, renders this Subscriber Agreement voidable at MTNLTRUSTLINE's option.

14. SURVIVAL.

This Subscriber Agreement shall be applicable for as long as the Certificate remains valid and You have not breached any provision of this Subscriber Agreement. All payment obligations shall survive any termination or expiration of this agreement.

15. PRIVACY.

You agree that MTNLTRUSTLINE may place in Your Certificate certain information that You provide for inclusion in Your Certificate. You also agree that MTNLTRUSTLINE may publish Your Certificate and information about its status in MTNLTRUSTLINE's repository of Certificate information and make this information available to other repositories.

16. MODIFICATIONS TO AGREEMENT.

Except as otherwise provided in this Subscriber Agreement, You agree, during the term of this Subscriber Agreement, that MTNLTRUSTLINE Management may (i) Revise the terms and conditions of this Subscriber Agreement; and/or (ii) Change part of the services provided under this Subscriber Agreement at any time. Any such revision or change will be binding and effective seven (07) days after posting of the revised Subscriber Agreement or change to the service(s) on MTNLTRUSTLINE's [web site](#), or upon notification to You by e-mail or postal mail. You agree to periodically review MTNLTRUSTLINE's [web site](#), including the current version of this [Subscriber Agreement](#) available on MTNLTRUSTLINE's web site, to be aware of any such revisions. If You do not agree with any revision to the Subscriber Agreement, You may terminate this Subscriber Agreement at any time by providing notice to MTNLTRUSTLINE. Notice of Your termination will be effective on receipt and processing by MTNLTRUSTLINE. Any fees paid by You if You terminate this Subscriber Agreement are

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nonrefundable. By continuing to use MTNLTRUSTLINE services after any revision to this Subscriber Agreement or change in service(s), You agree to abide by and be bound by any such revisions or changes.

17. NOTICES.

You will make all notices, demands or requests to MTNLTRUSTLINE with respect to this Subscriber Agreement in writing to:

MTNLTRUSTLINE Subscriber Notice
Mahanagar Telephone Nigam Limited
Physical RA, Sanchar Haat, Eastern court,
New Delhi-110 050
Ph No 91 11 23718637, Fax 91 11 23718636
Help Desk - 1800118855 (Toll free)
e-mail : feedback@mtnltrustline.com

___/___/____ (dd/mm/yyyy)

Date

Authorized Signatory
(Signature with Official Stamp)

(Full Name in Block Letters)

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S.No	CHECKLIST	INITIAL OF RA												
APPLICATION FORM, SUPPORTING DOCUMENTS, PAYMENT, AND VALIDATION CHECK LIST														
1.	MTNLTRUSTLINE Class 3 Server Digital Certificate form filled legibly (block letters or printed) (YES / No)													
2.	Application form is signed and stamped by Authorized Signatory (YES / No)													
3.	Subscriber agreement is signed and stamped by Authorized Signatory (YES / No)													
4.	<p>Proof of Organization Name document is attached and attested (YES / No)</p> <p>REGISTERED COMPANY Copy of Certificate of Incorporation & Memorandum of Association attested by a Director of the Company (Y/N)</p> <p>PARTNERSHIP FIRM Copy of registered partnership deed attested by a Partner (Y/N)</p> <p>SOLE PROPRIETORSHIP Banker's attestation of the name of the sole proprietorship concern and the signature of the sole proprietor (Y/N)</p> <p>ORGANIZATION CREATED BY ACT OF PARLIAMENT Relevant Act or Government Gazette and application form attested by an officer of the rank of Head of Department or above (Y/N)</p> <p>GOVERNMENT DEPARTMENT Application Form attested by a gazetted officer of the rank of Joint Secretary or above (Y/N)</p> <p>ANY OTHER Certificate issued by appropriate Government or Government Agency. (Y/N)</p>													
5.	The Organization name filled in the application form is exactly the same as that in the Proof of Organizational name document (YES / No)													
6.	<p>Name of Registrant of Domain Name (whois lookup result)</p> <p>DOMAIN NAME _____</p> <p>REGISTRANT _____</p> <p>CONTACT PERSON _____</p> <p>Registrant is the same as the applicant (YES / No)</p> <p>Proof of right to use domain name NOT REQUIRED / REQUIRED AND ATTACHED.</p>													
	<p>The following columns are filled in the application form: (YES / No)</p> <table border="0"> <tr> <td>1</td> <td>Name of Organization</td> <td>6</td> <td>Income Tax PAN No</td> </tr> <tr> <td>2</td> <td>Server Name</td> <td>8</td> <td>Names, Addresses etc. of Partners / Members / Directors</td> </tr> <tr> <td>3</td> <td>Registration Number</td> <td></td> <td></td> </tr> </table>	1	Name of Organization	6	Income Tax PAN No	2	Server Name	8	Names, Addresses etc. of Partners / Members / Directors	3	Registration Number			
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3	Registration Number													

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S.No	CHECKLIST	INITIAL OF RA
	4 Date of Incorporation / Agreement / Partnership 9 Bank Details 5 Particulars of Business 11 Mode of Payment	
7.	Mode of Payment Information Verified (in case of pre-paid coupons, scratch card to be collected) (CASH / DEMAND DRAFT / PRE PAID COUPON)	
8.	Crosschecked details entered into the billing system (YES / NO)	
9.	Customer ID _____ Reference ID _____	
10.	Demand Note generated and copy given to applicant (YES / NO) In case of payment by pre-paid coupon, the demand note is marked as paid and only one copy is given to the applicant.	
11.	Instructed the applicant to send the CSR as a text attachment by e-mail to server_enroll@mtnltrustline.com after depositing the payment (other than pre-paid coupons) at the Cash Counter.	
SIGNATURE OF RA OFFICER (ACCEPTING THE APPLICATION FORM)		
TRANSFER THE APPLICATION FILE TO CENTRAL RA AFTER RECEIVING PAID COPY OF DEMAND NOTE FROM CASH COUNTER FOR PAYMENT BY CASH OR DEMAND DRAFT.		
CENTRAL RA CHECKLIST		
12.	File is complete o Application form (YES / NO) o Proof of Name (YES / NO) o Proof of right to use domain (if required) (YES / NO) o Paid copy of Demand Note (YES / NO)	
13.	Verified details on form with Billing system database (YES / NO)	
14.	Payment Confirmation (OK / NOT OK)	

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S.No	CHECKLIST	INITIAL OF RA
15.	Query Telephone Directory for Organization Telephone Number From Directory _____ Authorized Signatory on Form _____ Call Telephone Number, note welcome message _____ _____ _____ Ask to speak with authorized signatory and confirm that the server certificate application is with his/her approval. (CONFIRMED / NOT CONFIRMED)	
16.	Verify domain name registration. <u>DOMAIN REGISTERED TO APPLICANT</u> else <u>PROOF OF RIGHT TO USE DOMAIN NAME ATTACHED AND VERIFIED OK.</u>	
CERTIFICATE ISSUANCE CHECKLIST (AFTER RECEIPT OF CSR)		
17.	View CSR and note the enrollment details Common Name (server name) _____ Organization Name _____ CSR matches application form <u>(Yes / No)</u>	
18.	Certificate Issuance details Certificate Serial Number _____	
19.	Certificate sent to e-mail address _____	

SIGNATURE OF ISSUING RA OFFICER