

Important Instructions to Applicant

1. Print out this Form.
2. Bring three (3) copies of the page 1 of this Form and two (2) sets of required documents* **personally along with original documents** to a **Chartered Professional Accountant /notary public/ oath-commissioner** for notarization.
OR
Two (2) copies of the page 1 of this Form and a sets of required documents* **personally along with original documents** to a NIFTeTRUST Validation Team for Verification.
(You are responsible for all fees charged by the notary public/ oath-commissioner/Chartered Professional Accountant)
3. Instruct the notary/ *Chartered Professional Accountant* to read the '*Important Instructions for Notary Public/ Oath-Commissioner/Chartered Professional Accountant*' below and complete the Acknowledgment.
4. **IMPORTANT NOTE:** Retain copy of the completed, notarized acknowledgment of page 1 of this form for your records in a secure location; you will need this later in the process for downloading the Digital Signature Certificate over the Internet.
5. Send the completed and notarized acknowledgment along with a set required documents* and Pay Order or Demand Draft: (One Scan copy of all the document must also be email to helpdesk@nift.com.pk)
 - a. By mail or courier to:
Administrator Digital Signature Certificates
NIFTeTRUST Customer Support Center (CMPAK-Project)
National Institutional Facilitation Technologies
5th Floor, A.W.T. Plaza,
I. I. Chundrigar Road,
Karachi - 72000, PAKISTAN.
OR
 - b. By personally delivering the envelope to any of the NIFT Offices listed overleaf mention (CMPAK-Project) on the envelope.
6. Your notarized application will be reviewed within 3-5 working days of receipt; please allow additional time for mail delivery that can vary from region to region.
7. As soon as your application is approved, you will receive a confirmatory e-mail from helpdesk@nift.com.pk on the address you provided on the Certificate Request Form; that will provide instructions for electronically picking up your Digital ID. Please ensure that all e-mails from the address helpdesk@nift.com.pk are not diverted into your Junk mail folder. If you have any questions about this application, please e-mail NIFTeTRUST at helpdesk@nift.com.pk or call us at (021) 111 112 222 Ext. 229, 233, 234.
8. Follow the instructions provided in the e-mail to download, install and make a back-up copy of your Certificate or call for assistance.

*REQUIRED SUPPORTING DOCUMENTS

1. Pay Order or Demand Draft in favor of **NIFT (Pvt.) LTD.**

Digital Signature Certificate Price	
Certificate Charges	Rs.4,500.00
Sindh Sales Tax @ 19.50%	Rs.877.50
Total Digital Certificate Charges	Rs.5,377.50
Please refer The Sindh Sales Tax on Services Act 2011: 9812.6320	

2. All the required documents in Annexure must be ATTESTED**
3. Authorization letter *** signed by CEO/ Company Secretary (must be on Company letter head) with the Company official seal or stamp, description of name, CNIC/Passport #, job title of the applicant(s) for whom digital certificate are required.

**ATTESTATION REQUIREMENTS

- Attestation must show:
 - ✓ The words "**Certified True Copy**".
 - ✓ Signature of Attester.
 - ✓ Official seal of the Signatory and/or Organization.

Class 3 Individual Digital Signature Request Form

Important Instructions for Notary Public/ Oath-Commissioner/Chartered Professional Accountant

The document you are notarizing is part of the enrollment process for a NIFTeTRUST Digital Certificate using for secure information exchange. NIFTeTRUST requires that the personal identity of the applicant be validated. If you would like more information about Digital IDs or the enrollment process, please visit NIFTeTRUST at www.nift.pk.

1. Complete the Acknowledgment Section at Page 1.
2. Request and examine at least three types of Applicant Identifications as follows:
 - Any one (1) of government issued Photo ID such as a Computerized National Identity Card (CNIC)/ valid Passport/ valid Driver's License.
 - Any two (2) different types of identification (photo not required) such as government issued ID/ employee ID/ utility bill / tax return, or insurance card.
3. You must check the Applicant's types of identification even if you are acquainted/ familiar with the applicant and attest the copies, attestation must show following;
 - The words "**Certified True Copy**".
 - Signature of Attester.
 - Official seal of the Signatory.
4. You must not undertake this acknowledgment if an agent, co-worker, business associate, employer, beneficiary, spouse or relative of the Applicant is presenting the above details to you on behalf and instead of the actual applicant appearing before you in person.
5. Retain the one copy of certificate application, to provide details to NIFTeTRUST if query raise by NIFTeTRUST for Verification.

*** AUTHORIZATION LETTER TEMPLATE

Important Note: Should be printed on company letter head with Company official seal or stamp.

To,
The Administrator
NIFTeTRUST Customer Support Services (CMPAK-Project),
National Institutional Facilitation Technologies (Pvt.) Ltd,
5th Floor, AWT Plaza,
I. I. Chundrigar Road,
Karachi – 74000

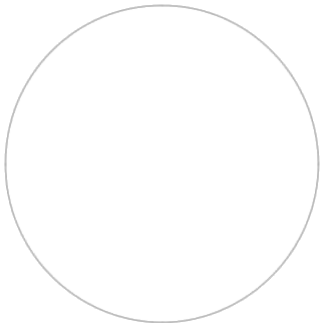
SUBJECT: AUTHORITY LETTER FOR DIGITAL CERTIFICATE

I, Mr. / Ms. _____ (Name),
holding CNIC Number/Passport Number _____, _____ (Job Title)
of _____ (company name)
do hereby authorize Mr. / Ms. _____ (Name),
holding CNIC Number _____, _____ (Job Title)
to apply for obtaining Digital Signature Certificate from National Institutional Facilitation Technologies
(Pvt.) Ltd for secure transition of emails and electronic document signing.

(Specimen Signature)

Chief Executive/ Company Secretary

Dated: _____



Official Seal/ Stamp

HOW TO CONTACT NIFT NATIONWIDE

Email: helpdesk@nift.com.pk

OR

Visit NIFT Offices in the following cities

NIFT Head Office
5th Floor AWT Plaza,
I. I. Chundrigar Road,
Karachi – 74000.

Timing(s): **10:30 am - 4:30 pm** (Monday to Thursday), **10:30 am - 1:00 pm & 3.00pm - 4.30** (Friday)

NIFT OFFICES

Islamabad: 2nd Floor, MB City Mall Plaza, I-8 Markaz, Islamabad – 44000 051-111-112-222	Abbottabad: 2nd Floor, Adil Plaza, Supply Bazar 0992-400351	Attock: First Floor, Ahmed Plaza, Opp. Railway Park, Pleader Lane 057-2702112
Bahawalpur: 3rd Floor, Al-Karim Plaza, Circular Road 062-2507407	D.G. Khan: 1st Floor, Al-Mughairy Plaza, Near Ramzan Guest House, Jampur Road 064-2406368	D.I. Khan: 1st Floor, Muddar Plaza, East Circular Road 0966-930191-92
Faisalabad: 4th Floor, State Life Building, 2- Liaqat Road 041-2619105	Gujranwala: 1st Floor, Kent Shopping Mall, Shahrah-e-Quaid-e-Azam Road, Commercial Area, Rahwali Cantt. 055-3828777	Hyderabad: 1st Floor, Plot # 109, Block-D, Near Shrine of Syed Bachal Shah Bukhari, Latifabad # 7 022-3810044
Jhang: Street # 3, House # 2, Amir Colony, Yousaf Shah Road 047-7652016	Jhelum: 3rd Floor, Paswal Arcade, GTS Chowk, Jhelum Cantt 0544-629711	Lahore: 4th Floor, Al-Malik Plaza, Davis Road 042 111-112-222
Larkana: 3rd Floor, State Life Building, Quaid-e-Awam Road 074-4055234	Multan: 2nd Floor, Paradise Center, Bosan Road, Near Metro Gulgasht Station 061-6211171	Muzaffarabad: Ground Floor, Irfan House, P.M. House Road, Jalallabad, (Azad Kashmir) 05822- 447602
Nawabshah: Mezzanine Floor, Samo Building, C-S#225, Masjid Road, Near Allied Bank / OCS Office 0244-365272-73	Peshawar: 1st Floor, Jasmine Arcade Trade Center, Fakhar-e-Alam Road, Peshawar Cantt 091-5287659	Quetta: 1st Floor, Agha Siraj Complex, M.A Jinnah Circular Road 081-2866027-29
Rahim Yar Khan: 25/A, 2nd Floor, Al-Saeed Plaza- 2, Model Town, Near Bank Al- Falah Main Branch 068-5870622	Rawalpindi: 4th Floor, Plot#112-B, Malhi Plaza, Murree Road, Cantt. Opposite Cantonment Board Office 051-5130012	Sahiwal: 2nd Floor, Madni Plaza, 557/BI Jinnah Road, High Street 040-4225832
Sargodha: 1st Floor, Qureshi Arcade, Khushab Road 048-3767929	Sialkot: 3rd Floor, ABLE Plaza, Nargate Street 052-111-112-222	Sukkur: Plot No. D-523 /A/A1, 2nd Floor, Near Agha Khan Laboratory, Workshop Road 071-5619081

ANNEXURE

REQUIRED SUPPORTING DOCUMENTS

Below is the list of required documents which applicant must submit for processing of applications to **NIFT**.

NOTE: Any application whose documentary proof as requested below doesn't comply to our requirement shall stand rejected.

1. For local (Pakistani national) applicants preference will be given that all documents must be verified by CPA (Chartered Professional Accountant) Firms. However in case of unavailability of CPA Firm, for remote suppliers said documents can be attested by Notary Public. The information needs to be visible to CMPAK.
2. For foreign applicants documents can be verified by CPA Firms or can be attested by Notary Public.
3. Documents will be submitted to NIFT physically to their offices by local suppliers and international suppliers will submit scanned attested copies of their documents through online portal.
4. NIFT will then further re-verify the authenticity of the applicants either through physical or virtual presence (via online Zoom session) as per Class-III Digital Certificate requirements.
5. Certificate requests must be reviewed and approved by the CMPak nominated POC (Point of Contact) through NIFT provided portal.
6. After successful verification of applicant NIFT will share a link with the applicant for further processing.
7. CSR (Certificate Signing Request) will be generated through NIFT online portal. Certificate will be download from the NIFT online portal.

For Companies Registered with SECP (Pakistan):

□ For Pakistani Nationals:

- a) NIFT DSC Application Form must be filled and signed. Signature must match with CNIC/NICOP.
- b) Clear copy of valid Computerized National Identification Card/ NICOP.
- c) SECP Registration Certificate of the company.
- d) Copy of organization's NTN Certificate.
- e) Utility bill copy paid within last three months on registered business/company name for which application shall be submitted.
- f) Authorization letter including the Board of Directors resolution duly signed by CEO/ Company Secretary (must be on Company original letter head) with the Company Seal/Stamp, description of name, CNIC/NICOP, job title of the applicant(s) for whom digital certificate is required.

□ For non-Pakistani Nationals:

- a) NIFT DSC Application Form must be filled and signed. Signature must match with national identity card.
- b) Clear copy of valid Passport.
- c) One passport sized color photograph, taken within the last 6 months.
- d) SECP Registration Certificate of the company.
- e) Copy of Organization's NTN Certificate.
- f) Utility bill copy paid within last three months on registered business/company name for which application shall be submitted.
- g) Authorization letter including the Board of Directors resolution duly signed by CEO/ Company Secretary (must be on Company letter head) with the Company Seal, description of name, Passport details, job title of the applicant(s) for whom digital certificate is required.

For Non registered Companies in SECP (Pakistan)

□ For Pakistani Nationals:

- a) NIFT DSC Application Form must be filled and signed. Signature must match with CNIC/NICOP.
- b) Valid Computerized National Identification Card.
- c) Company's Name Reservation Document (i.e. Letter or official email) issued by government competent authority or registration of company with any of the recognized international bodies e.g GSMA
- d) Copy of paid utility bill within the last three months, on the name of the business/company the application is being submitted for. Alternatively, a proof of registration with a recognized international organization such as GSMA may be acceptable.
- e) Authorization letter including the Board of Directors resolution duly signed by CEO/ Company Secretary (must be on Company original letter head) with the Company Seal/Stamp, description of name, CNIC/NICOP, job title of the applicant(s) for whom digital certificate is required.

f) Original Business Account Maintenance Certificate issued by the bank (not older than 03 months).

☐ **For non-Pakistani Nationals:**

- a) NIFT DSC Application Form must be filled and signed. Signature must match with national identity card.
- b) Valid Passport.
- c) One passport sized color photograph, taken within the last 6 months.
- d) Company's Name Reservation Document (i.e. Letter or official email) issued by government competent authority.
 - e) Copy of paid utility bill within the last three months, on the name of the business/company the application is being submitted for. Alternatively, a proof of registration with a recognized international organization such as GSMA may be acceptable.
- f) Authorization letter including the Board of Directors resolution duly signed by CEO/ Company Secretary (must be on Company original letter head) with the Company Seal/Stamp, description of name, National Identity Document / passport, job title of the applicant(s) for whom digital certificate is required.
- g) Original Business Account Maintenance Certificate issued by the bank (not older than 03 months).
- h) NIFT payment for certificate issuance should be made through the applicant's Credit Card / company's Credit Card to ensure authenticity of the applicant.

For Renewal of Digital Signature Certificate:

- 1. Renewal Letter template to be printed on company **Original** letterhead with company official seal or stamp.
- 2. Attach attested copy of applicant's valid CNIC/NICOP/Passport.
- 3. Must be signed by applicant him/ herself. Signature must match with national identity card.
- 4. In-case of Applicant Changed/ retired / resigned, please do mention 'Current Applicant information' and 'New Applicant information' and attach duly completed Application Request form along with Attested Copy of CNIC/NICOP/Passport of New Applicant and BOD resolution.
- 5. Newly incorporated companies should submit attested copy of SECP / Government Competent Authority Registration Certificate along with Renewal Letter.

For Revocation of Digital Signature Certificate:

- 1. Download Revocation Letter template.
- 2. Make sure that the information reflected in the letter is correct.
- 3. Must be printed on company **Original** letterhead with company official seal or stamp. Scan copy from applicant email ID can also be acceptable.
- 4. NIFT will verify with CMPAK POC before certificate revocation.
- 5. Digital Signature will be immediately revoked by NIFT after the completion of above mentioned formalities.