

GUIDELINES FOR ISSUANCE OF SSL CERTIFICATES

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Department of Electronics & Information Technology
Ministry of Communications and Information Technology
Government of India
Electronics Niketan, 6 CGO Complex
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1. Only authorised organisational persons are entitled to apply for SSL certificates on behalf of an organisation.
2. Apart from the organisational person verification, the additional process documentation and authentication requirements for SSL certificate shall include the following:
 - a) The organization owns the Domain name, or the organization is given the exclusive right and authority to use the Domain Name
 - b) Proof that the applicant has the authorization to apply for SSL certificate on behalf of the organization in the asserted capacity.(e.g Authorisation letter from organisation to applicant)
3. A CA shall not issue SSL certificates to any organisational entity unless it owns/controls that domain name.
4. The verification process for applicant's identity (e.g. name, office address, email, etc), authorization to apply for SSL certificate, and existence of organisation should be clearly documented in the CPS without ambiguity.
5. The documents required for Domain name ownership, proof of existence of organisation and authorization to applicant to apply for a SSL certificate are given below.

Domain Name ownership	
Individual/Proprietors ship Firm:	Affidavit of ownership in the name of individual or proprietorship firm.
Partnership Firm:	Affidavit of ownership in the name of Partnership firm or in the name of Partner and in case it is in the name of Partner, additional affidavit from Partner confirming authorisation for use by firm.
Corporate Entities:	Certificate of ownership in the name of company issued by statutory Auditor.
Government	Domain Name ownership certified by Head of Office.

Organisations	
Existence of organisation(all attested)	
Individual/Proprietors ship Firm:	- o copy of PAN card (Front side page-1) - o Copy of statement of bank account (First and second page) - o copy of ITR accompanied by computation of income/financial statement Front side page-1)
Partnership Firm:	- o Copy of partnership deed (Max of first three pages including list of partners and authorised signatories) - o Copy of PAN card (Front side page-1) - o Copy of statement of bank account (First and second page) - o copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)
Corporate Entities:	- o Copy of Company Pan Card (Front side page-1) - Copy of certificate of incorporation(page-1) - o copy of article and memorandum of association(First two page) - o Copy of statement of bank account (First and second page) - o The copy of audit report along with the annual return pertaining to last financial year (First and second page)
Government Organisations	- o The application for SSL should be forwarded/attested/certified by the Head of Office - o Copy of applicant's official identity
Authorization to applicant	
Individual/Proprietors ship Firm:	The applicant for SSL certificate should be individual/proprietor only
Partnership Firm:	The applicant of SSL certificate should be duly authorized by the partners and his photographs as well as identity and address should be mentioned in the authorization letter
Corporate Entities:	The applicant of SSL certificate should be duly authorized by the resolution of board of directors. The applicant details i.e. address, photograph of the authorized person should also be mentioned in the authorization letter
Government Organizations	SIO/DIO/HOD/NIC-Coordinator to ensure the authenticity of both subscriber and Head of Office.

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