

Account Information: (TO BE FILLED IN BLOCK LETTERS)

Applicant Name: (As in CNIC)

First Name:

Last Name:

IMPORTANTNOTE: Please break your complete name as per CNIC into TWO parts i.e. First name and Last Name.

E-mail Address:

(NOTE: Please provide only corporate or ISP based "POP3" E-mail address e.g. abc@nift.com.pk, xyz@brain.net.pk. E-mail addresses obtained through public e-mail services such as Hotmail, Yahoo or Gmail etc. are not "POP3" and hence not acceptable for security reasons.)

Job Title:

Organization Name:

Business Address: Street Address: (Line 1)

Street Address: (Line 2)

City:

Passport Number: (Only for Foreign Nationals)

Province:

CNIC Number: (Only for Pakistani Nationals)

Telephone Number: (Office land line)

Cell Number:

Undertaking:

- I, the undersigned declare that to the best of my knowledge and belief the information given above is correct and complete. I understand that if the information is found to be false I can be penalized legally and the certificate issued to me will be revoked.
- By signing this certificate request form I agree and consent to all the terms and conditions as laid down in the CP (Certificate Policy) and CPS (Certificate Practice Statement) and Client ID Subscriber Agreement published on www.niftetrust.com (which I have been given notice of) and which may include any subsequent modification as made from time to time and informed to me through email by NIFT.
- I agree that NIFT may revoke my certificate without any prior notice to me and without guarantee of refund / replacement incase NIFT deems it necessary to do so in order to reduce or eliminate risk in the services being offered by NIFT.
- I do not have any objection in NIFT verifying my documents and/ or particulars from any Government Agency/ Organization like NADRA.

Please PASTE recent passport size colored Photograph and get it attested on front.

FOR NON-PAKISTANI NATIONALS ONLY

Pay Order/ Demand Draft Number:

Issue Date:

For NIFT Use Only:

NIFT Branch Office Reference #

Authentication Officer Details

Name:

Date: Signature:

*Organization Stamp
and Authorized signature*

Applicant's Signature & Date

Important Instructions to Applicant

1. Print out this Form.
2. Fill out page 1 of this form and gather all required supporting documents* listed below. Note that one form must be completed for each applicant of a Certificate.
3. **IMPORTANT NOTE:** Retain copy of the completed 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.
4. Send the completed acknowledgment along with a set required documents* and Pay Order or Demand Draft:
 - a. By mail or courier to:

Administrator Digital Signature Certificates

NIFTeTRUST Customer Support Center
 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.
5. Your application will be reviewed within 48 hours of receipt; please allow additional time for mail delivery that can vary from region to region.
6. As soon as your application is approved, you will receive a confirmatory e-mail from **digital ID Administrator** 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 domain niftetrust.com are not diverted into your Junk mail folder. If you have any questions about this application, please e-mail NIFTeTRUST at support@niftetrust.com or call us Toll Free at 0800 06438 or (021) 111 112 222 Ext. 207, 208, 209 & 229.
7. 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.	6000.00
Federal Excise Duty @ 19.5% (Please refer Finance Act 2009)	Rs.	1170.00
Total Digital Certificate Charges	Rs.	7170.00

2. ATTESTED** copies of:
 - A. For Pakistani Nationals:**
 - a) **Valid** Computerized National Identification Card.
 - B. For non-Pakistani Nationals:**
 - a) **Valid** Passport.
 - b) One passport sized color photograph, taken within the last 6 months.
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, 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/ Stamp of the Signatory and/or Organization.

Digital Certificate Request Form (Only for Corporate Client)

***** 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,
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 _____,
_____ (Job Title) of _____ (company name) do hereby authorize

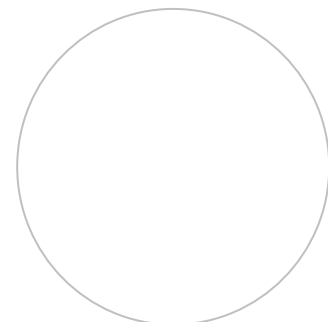
Mr. / Ms. _____ (Name), holding CNIC Number _____,
_____ (Job Title) of _____ (company name) to apply for

obtaining Digital Signature Certificate from National Institutional Facilitation Technologies (Pvt.) Ltd for secure transition of emails.

We have no objection if **NIFT** opts to conduct in-person validation of our nominees, officials and authorized representatives who have requested Certificates, either before or after issuance of Certificates, and/or audit the usage of the Certificates, with or without provision of prior notice to us, or contact and involve relevant statutory and/or investigation authorities and/or investigation agencies in any country in order to investigate suspicion of misuse of Certificates and either collect or aid in collection of forensic evidence associated with usage of Certificates for presentment in a Court of Law, if required, or revoke any Certificate if deemed prudent and necessary in order to prevent and pre-empt possibility of misuse of Certificates. After our officials receive and install a Certificate, we will indemnify, defend and hold harmless **NIFT** and its directors, shareholders, officers, agents, employees, successors and assigns from any and all claims (including claims of identity theft by any person or entity), liabilities, suits, proceedings, judgments, damages and costs arising from or in connection with or related in any way to the Certificates directly due to gross negligence or willful misconduct of Customer. The resolution of any disputes arising out of this Agreement shall be governed by the laws of Pakistan.

Chief Executive/ Company Secretary

Dated: _____



Official Seal/ Stamp

Digital Certificate Request Form (Only for Corporate Client) **HOW TO CONTACT NIFT NATIONWIDE**

Call Toll free number **0800 06438**

OR

Email: customerservices@niftetrust.com

OR

Visit NIFT Offices in the following cities

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

Timing(s): **9:00 am - 4:30 pm** (Monday to Thursday), **9:00 am - 1:30 pm & 3.30pm - 4.30** (Friday) and **9:00 am - 1:00 pm** (Saturday)

NIFT OFFICES

Lahore Centre: 4th floor, Al-Malik Plaza, 19 Davis Road, Lahore, PAKISTAN Tel: 92-42-6317152-4	Islamabad Centre: 1st floor, HBL Tower, 6 Jinnah Avenue, Blue Area, Islamabad, PAKISTAN Tel: 92-51-2876414-6	Sialkot Centre: 2nd Floor, 13 IBEL Plaza, Narget Street, Sialkot, PAKISTAN Tel: 92-52-4598956
Rawalpindi Centre: Babar Plaza, Opposite Ayub Park, Jehlum Road, Rawalpindi, PAKISTAN. Tel: 92-51-5876371-2	Faisalabad Centre: 4th floor, State Life Building, 2 Liaquat Road Faisalabad, PAKISTAN Tel: 92-41-2619101-3	Bahawalpur Centre: 3rd Floor, Al-Karim Plaza, Circular Road, Bahawalpur. PAKISTAN Tel: 92-62-2731401
Hyderabad Centre: 3rd floor, State Life Building, Thandi Sarak Hyderabad, PAKISTAN Tel: 92-22-2784452-3	Peshawar Centre: 1st floor, Jasmine Arcade Trade Centre, Fakhar-e-Alam Road, Peshawar Cantt. PAKISTAN Tel: 92-91-287657-8	Muzaffarabad Centre: Ground Floor, Irfan House Ghari pur, Chowk PM House Road, Jalalabad, Muzafarabad.
Multan Centre: Ground Floor, State life Building, Chowk Nawan Shaher, Abdali Road Multan. PAKISTAN Tel: 92-61-9201372-73	Quetta Centre: 2nd Floor, Usman Complex Hali Road , Model Town Quetta Cantt. Tel: 92-81-2834851, 2834962	D. I. Khan Centre: 1st Floor, State Life Building, East Circular Road, Dera Ismail Khan. Tel: 92-96-6730192
Gujranwala Centre: 1st Floor, Trust Plaza, J Block, G.T.Road, Gujranwala. Tel: 92-55-3256164	Sukkur Centre: 1st Floor, State Life Building Hussaini Road, Sukkur. Tel: 92-71-5619020	Jhelum Centre:- 3rd Floor, Mehfooz Plaza, Kazim Kamal Road Jhelum Cantt, Jhelum. Tel: 0544-627911, 0544-622811
Abbotabad Centre :- 2nd Floor, Pir Khan Plaza, Manshera Road Near Muqdas Tower, Mandian Abboatabad. Tel: 0992-381051, 0992-380944	Sahiwal Center: 2nd Floor, House/ Shop # 557 Bi Jinnah Road, (High Street) Tehsil & District Sahiwal Tel: 92-040-4225829/ 4225830	Sargodha Center: 1st Floor, Solo Center / Hotel, Railway Road Sargodha District Sargodha. Tel: 92-048-3768270 / 3768271 / 3768272