

**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.

Email Address:

(NOTE: Please provide only corporate or ISP based "POP3" e-mail address e.g. s.a.imam@nift.com.pk, s.imam@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.)

Organization Name:

Job Title:

Current Address: **(must be valid residential address as in CNIC)**

Previous/ Permanent Address: **(must be residential/ office address)**

City:

City:

Telephone Number: (Home / Office)

Cell Number:

(NOTE: please provide your valid contact numbers; NIFTeTRUST may contact you any time for verifications)

**Undertaking:**

1. 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.
2. 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.
3. 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.
4. I do not have any objection in NIFT verifying my documents and/ or particulars from any Government Agency/ Organization like NADRA.

Applicant Signature & Date

**Notary to Complete the Following Section (TO BE FILLED IN BLOCK LETTERS)**

**ACKNOWLEDGMENT**

City:

Province:

Country:  e.g. PK

On (date) \_\_\_\_\_, before me, Mr./ Ms. \_\_\_\_\_ (notary name) personally appeared Mr./ Ms. \_\_\_\_\_ (applicant name), certified that the Applicant Personal Data provided above accurately identifies him/her, and proved to me on the basis of the presentation of the **three** forms of identification listed below in accordance with the NIFTeTRUST instructions attached herewith, to be the person whose name is subscribed to within this document, and acknowledged to me that he/she executed the same, and that by his/her signature on this document the person executed this document in my presence.

<b>ID #1 Type:</b> CNIC <input type="radio"/> Passport <input type="radio"/>	<b>Identifying Number:</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>Expiry Date: (dd/mm/yyyy)</b> <input style="width: 100%; height: 20px;" type="text"/>
<b>ID #2 Type:</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>Identifying Number:</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>Expiry Date: (dd/mm/yyyy)</b> <input style="width: 100%; height: 20px;" type="text"/>
<b>ID #3 Type:</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>Identifying Number:</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>Expiry Date: (dd/mm/yyyy)</b> <input style="width: 100%; height: 20px;" type="text"/>

**Witness my hand and official seal.**

Notary Name: *(As in CNIC)*

Street Address:

Computerized National Identity Card Number:

Email Address: (Optional)

Telephone Number: (Land Line)

Commission/ Registration Number

Cell Number:

My Commission/ Registration Expires on:

Notary Signature & Date

(Place Seal/Stamp)

## 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 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)*
3. Instruct the notary to read the 'Important Instructions for Notary Public/ Oath-Commissioner' 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:
  - 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.
6. Your notarized application will be reviewed within 48 hours 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 support@niftetrust.com 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 support@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.
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.	13,000.00
Federal Excise Duty @ 19.5%	Rs.	2,535.00
<b>Total Digital Certificate Charges</b>	<b>Rs.</b>	<b>15,535.00</b>

**Please refer Finance Act 2009:**

2. ATTESTED\*\* copies of:
  - a) Any one (1) of government issued Photo ID such as a Computerized National Identity Card (CNIC)/ valid Passport/ valid Driver's License.
  - b) Any two (2) different types of identification (photo not required) such as a Valid Credit card/ government issued ID/ employee ID/ utility bill / tax return, or insurance card.
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 of the Signatory and/or Organization.

## Class 3 Individual Digital Signature Request Form

### Important Instructions for Notary Public/ Oath-Commissioner

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.niftetrust.com](http://www.niftetrust.com).

1. Complete the Notary Acknowledgment Section.
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 a Valid Credit card/ 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,  
 National Institutional Facilitation Technologies (Pvt.) Ltd,  
 5<sup>th</sup> Floor, AWT Plaza,  
 I. I. Chundrigar Road,  
 Karachi – 74000

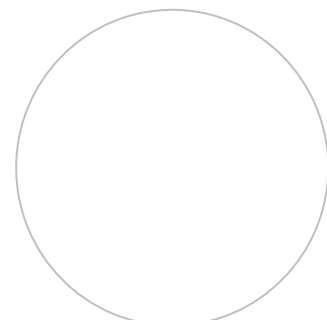
**SUBJECT: AUTHORITY LETTER FOR DIGITAL CERTIFICATE**

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

\_\_\_\_\_  
 (Specimen Signature)

\_\_\_\_\_  
 Chief Executive/ Company Secretary

Dated: \_\_\_\_\_



**Official Seal/ Stamp**

**HOW TO CONTACT NIFT NATIONWIDE**

Call Toll free number **0800 06438**

OR

Email: [customerservices@niftetrust.com](mailto:customerservices@niftetrust.com)

OR

Visit NIFT Offices in the following cities

**NIFT Head Office**

**5<sup>th</sup> 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**

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