USER GUIDE

TATA

TATA CONSULTANCY SERVICES

Digital Signature Certificate for MCA21 e-filing

Certificate Replacement

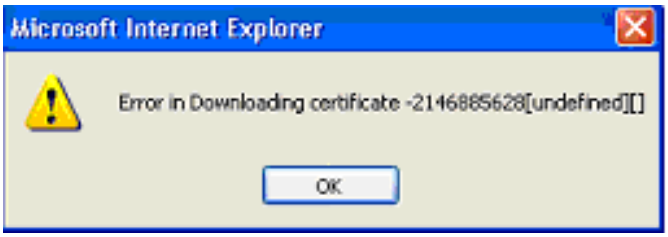
ABOUT THE DOCUMENT

This document describes the procedure for applying Certificate Replacement.

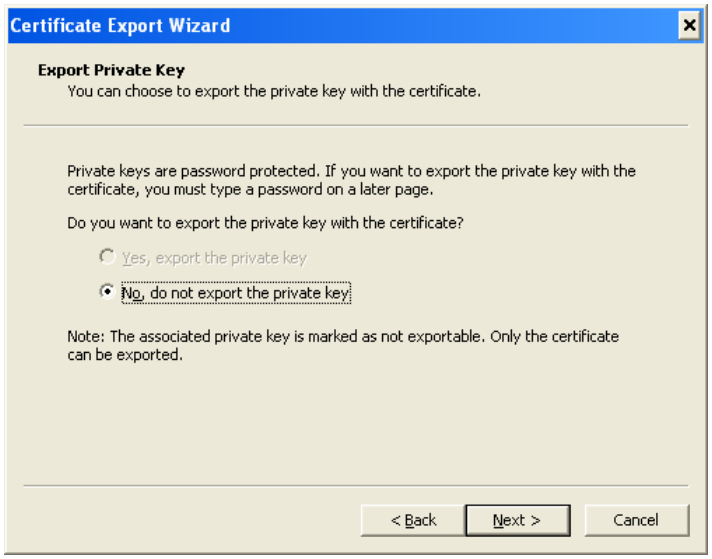
GETTING STARTED

The Certificate Replacement is available when any of the following error occurs.

1. Certificate is not downloaded.



2. Certificate is downloaded but not exportable from browser (private Key is not exportable) after download.



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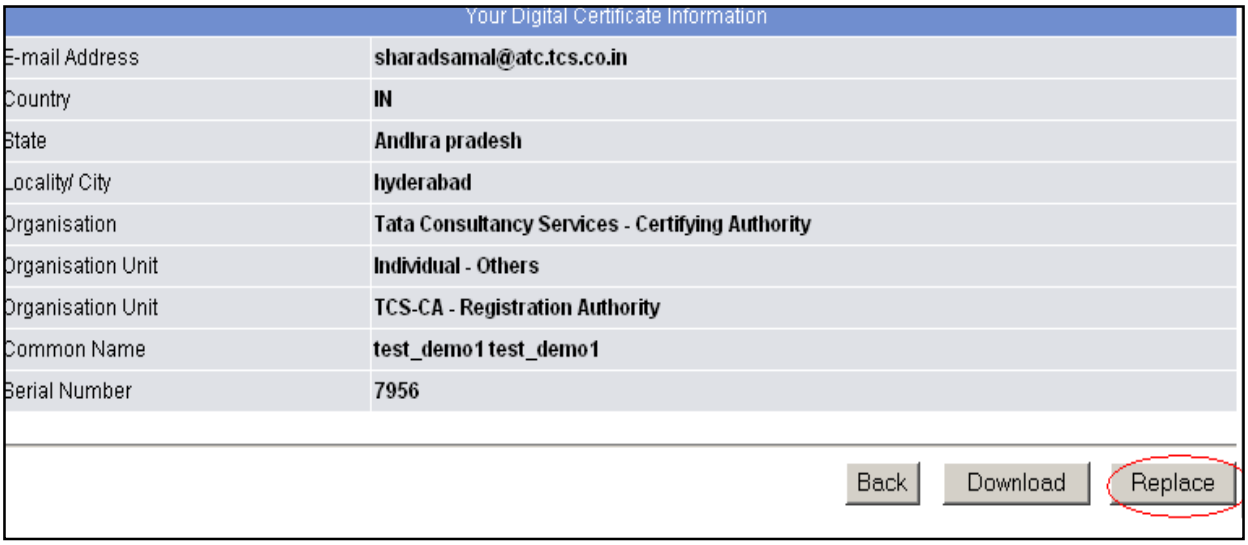
If any of the above errors occurs during downloading of the Digital certificate then inform your Registration Authority and follow steps as given below to get the certificate replacement.

The certificate replacement option is available only for 21 calendar days from the date of issuance of Digital Signature Certificate. After 21 calendar days certificate replacement option will not be displayed. Please inform immediately to your RA and start the process of certificate replacement when you get the above errors while downloading.

Please note: The subscriber can avail the certificate replacement only ONCE

STEPS TO BE FOLLOWED TO GET CERTIFICATE REPLACEMENT:

- Go to your Registration Authority Website and Login as member.
- Click on **click here** link in 'Step-4' section.
- Click Request Number. There will a button "Replace"



Your Digital Certificate Information	
E-mail Address	sharadsamal@atc.tcs.co.in
Country	IN
State	Andhra pradesh
Locality/ City	hyderabad
Organisation	Tata Consultancy Services - Certifying Authority
Organisation Unit	Individual - Others
Organisation Unit	TCS-CA - Registration Authority
Common Name	test_demo1 test_demo1
Serial Number	7956

Back Download Replace

- Click on button "Replace". It will open page to revoke the certificate.

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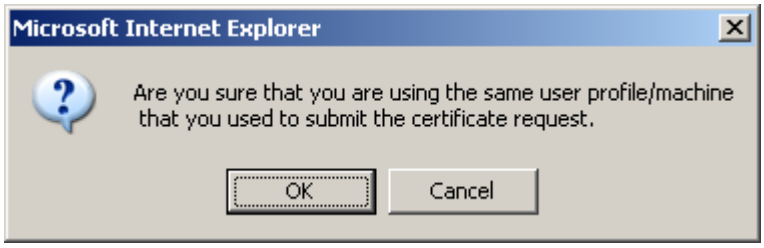
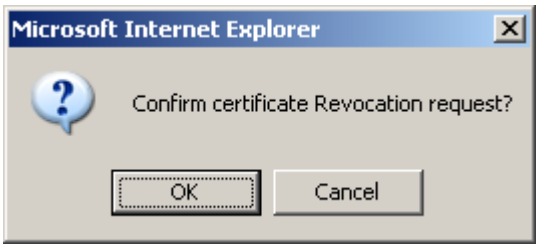
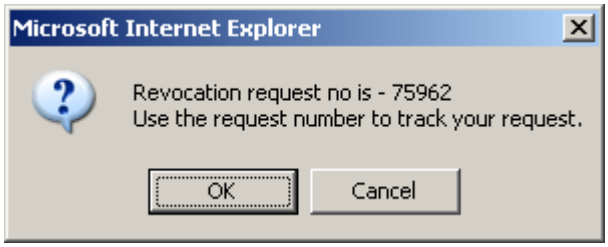
- Specify the reason based on the error (Certificate is not downloaded/ Private key is not exportable) and click on button "Revoke".



- Click on "OK" button



- Click on "OK" button



- Click on "OK" button. Inform the revocation request number to your Registration Authority.

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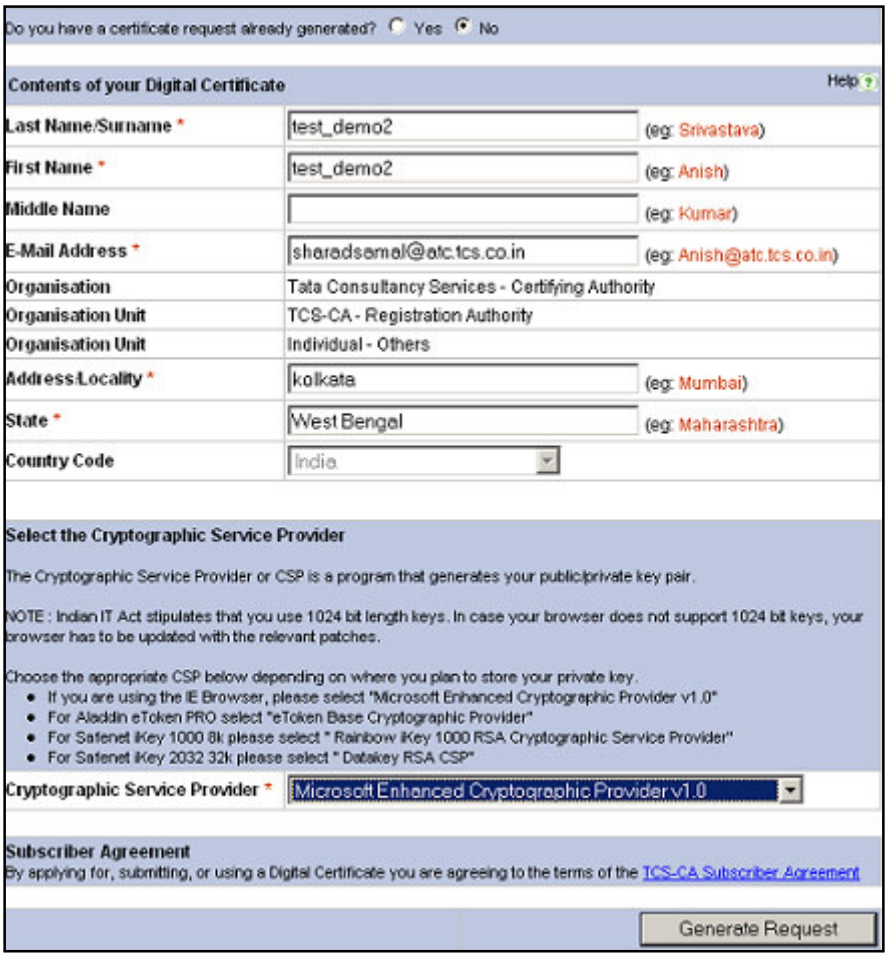
Do you have a certificate request already generated? Yes No

Contents of your Digital Certificate Help

Last Name/Surname *	test_demo2	(eg: Srivastava)
First Name *	test_demo2	(eg: Anish)
Middle Name		(eg: Kumar)
E-Mail Address *	sharadsamal@atc.tcs.co.in	(eg: Anish@atc.tcs.co.in)
Organisation	Tata Consultancy Services - Certifying Authority	
Organisation Unit	TCS-CA - Registration Authority	
Organisation Unit	Individual - Others	
Address/Locality *	kolkata	(eg: Mumbai)
State *	West Bengal	(eg: Maharashtra)
Country Code	India	

Select the Cryptographic Service Provider

The Cryptographic Service Provider or CSP is a program that generates your public/private key pair.

NOTE : Indian IT Act stipulates that you use 1024 bit length keys. In case your browser does not support 1024 bit keys, your browser has to be updated with the relevant patches.

Choose the appropriate CSP below depending on where you plan to store your private key.

- If you are using the IE Browser, please select "Microsoft Enhanced Cryptographic Provider v1.0"
- For Aladdin eToken PRO select "eToken Base Cryptographic Provider"
- For Safenet iKey 1000 8k please select " Rainbow iKey 1000 RSA Cryptographic Service Provider"
- For Safenet iKey 2032 32k please select " Datakey RSA CSP"

Cryptographic Service Provider * Microsoft Enhanced Cryptographic Provider v1.0

Subscriber Agreement

By applying for, submitting, or using a Digital Certificate you are agreeing to the terms of the TCS-CA Subscriber Agreement

Generate Request

- After clicking the OK button a non-editable new enrollment form is displayed. This page will not allow the user to change the "Contents of your Digital Certificate". The only thing that can be changed is the "Cryptographic Service Provider".

- After selecting the appropriate "Cryptographic Service Provider" click on "Generate Request" button.

- An enrollment form with new request number is displayed. Take the printout of the enrollment form and send it to your registration Authority.

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Certificate **Enrollment Form** for Request Number - **75972**	
Certificate Class	CLASS3
Certificate Type	Signing Certificate (Single Key Pair)
Contents of your Digital Certificate Request	
Name	test_demo2 test_demo2
Organization	Tata Consultancy Services - Certifying Authority
Organization Unit	TCS-CA - Registration Authority
Organization Unit	Individual - Others
E-mail Address	sharadsamal@atc.tcs.co.in
City	kolkata
State	West Bengal
Country	IN
Important: 1. Print this **Enrollment Form** by clicking **[Print]** button	

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Certificate Replacement form

To,

Registration Authority Administrator,

Dear Sir or Madam:

Kindly revoke my earlier Digital Signature Certificate (Request #_____/ Certificate Serial Number #_____) as I have requested for a certificate replacement. The reason for Revocation is

1. Error in downloading Digital Signature Certificate
2. Private key not exportable after successful download.

The revocation request number is _____ and the new Certificate Enrollment Form is enclosed herewith.

Name of the Applicant:

Type of Digital Signature Certificate applied for Class I/Class II/ Class III

Date Signature of the Applicant

Place

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CONTACT US

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