**DSC change request cum Authorisation letter by the Entity**

**(To be printed on Entity’s letterhead)**

**Date:**

NSDL e-Governance Infrastructure Limited

Times Tower, 1st floor

Kamala Mills Compound

Senapati Bapat Marg

Lower Parel

Mumbai - 400013

**To whomsoever it may concern**

**(Online PAN verification)**

The below mentioned Digital Signature Certificate (DSC) holder is authorised to use DSC for the purpose of registering and using the **Online PAN verification** facility provided by NSDL e-Governance Infrastructure Limited (NSDL). Details of User ID whose DSC is to be changed is as below:-

|  |  |  |
| --- | --- | --- |
| **Details of entity** | | |
| 1 | **User ID of the entity**  **(for which DSC is to be changed/updated)** |  |
| **Details of New DSC** | | |
| 2 | **Name of DSC holder\*** | Mr. / Mrs. / Ms. |
| 3 | **Designation of DSC holder** |  |
| 4 | **DSC serial number** |  |
| 5 | **Name of DSC issuing authority (i.e. DSC issued by)\***  **(e.g - TCS sub-CA for TCS 2014-1 )** |  |
| 6 | **Class ofDSC** | **2** **3 (Please tick appropriate class)** |
| **Contact details** | | |
| 7 | **Contact number of the concerned person** |  |
| 8 | **Email ID of the concerned person** |  |

This authorization is effective from the date of issuance of this letter and will continue to be in force till written intimation about its revocation is acknowledged as having received and agreeable by NSDL.

**Signature of the authorised signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the authorised signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation of the authorised signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* To write ‘Name of DSC holder’ and ‘Name of DSC issuing authority’ field, follow the steps below:-**

**Go to Internet explorer - Tools - Internet Options - Contents - Certificates - Personal Tab – View and write the ‘Name of DSC holder’ from ‘Issued to’ field and ‘Name of DSC issuing authority’ from ‘Issued by’ field.**