

Obtain Digital Signature Certificate

What is a Digital Signature Certificate (DSC)?

The Information Technology Act, 2000 provides for use of Digital Signatures on the documents submitted in electronic form in order to ensure the security and authenticity of the documents filed electronically. This is the only secure and authentic way that a document can be submitted electronically. As such, all filings done by the Limited Liability Partnership (LLP) under LLP e-Governance programme are required to be filed with the use of Digital Signatures by the person authorized to sign the documents.

Legal Warning:

You can use only the valid Digital Signatures issued to you. It is illegal to use Digital Signatures of anybody other than the one to whom it is issued.

Certification Agencies:

Certification Agencies are appointed by the office of the Controller of Certification Agencies (CCA) under the provisions of IT Act, 2000. There are a total of seven Certification Agencies authorised by the CCA to issue the Digital Signature Certificates (DSCs). The details of these Certification Agencies are available on the portal of the Ministry www.mca.gov.in

Class of DSCs:

The Ministry of Corporate Affairs has stipulated a Class-II or above category certificate for e-filings under LLP. A person who already has the specified DSC for any other application can use the same for filings under LLP and is not required to obtain a fresh DSC.

Validity of Digital Signatures:

The DSCs are typically issued with one year validity and two year validity. These are renewable on expiry of the period of initial issue.

Costing/ Pricing of Digital Signatures:

It includes the cost of medium (a UBS token which is a one time cost), the cost of issuance of DSC and the renewal cost after the period of validity. The LLP representatives and professionals required to obtain DSCs are free to procure the same from any one of the approved Certification Agencies as per the web site. The issuance costs in respect of each Agency vary and are market driven.

However, for the guidance of stakeholders, the Ministry has obtained the costs of issuance of DSCs at the consumer end from the Certification Agencies. The costs as intimated by them are as under:

Prices For Issuance Of Class-II Digital Signature at the Consumer End

Sr. No.	Name of Certification Agency (CA)	Cost of USB Cryptotoken	Cost of DSC with one year validity	Renewal Charges for DSC with one year validity	Cost of DSC with two year validity	Support charges
1.	MTNL CA	Reference of USB crypto token which the user can procure is provided on www.mtnltrustline.com .	Rs. 300/- (for MTNL phone subscriber) and Rs. 450/- for others (Taxes extra)	Rs. 300/- (for MTNL phone subscriber) and Rs. 450/- for others (Taxes extra)	Rs. 400/- (for MTNL phone subscriber) and Rs. 600/- for others (Taxes extra)	Inclusive
2.	TCS	Rs. 750 (Inclusive of 4% Sales Tax). Any other applicable Taxes Extra.	Rs. 1245 (Inclusive of 12.24% Sales Tax.) Any other applicable Taxes Extra.	Rs. 1000/- (Inclusive of 12.24% Sales Tax) Any other applicable Taxes Extra	Rs. 1900/- (Inclusive of 12.24% Sales Tax) Any other applicable taxes Extra	Not Provided by CA
3.	IDBRT	Not provided by the CA. The user can procure the token from market directly and get his DSC loaded into it	Rs. 750/- (Rs. 500/- towards administrative expenses and Rs 250/-for Certificate)	Rs. 750/-	Rs. 1500/-	Inclusive
4.	SAFESCRYPT (SATYAM)	Rs. 1000/- Taxes extra	Rs. 995/- (No service tax applicable)	Rs. 995/- (No service tax applicable)	Rs. 1650/- (No service tax applicable)	Rs. 500/- per site visit payable directly to the Authorised Partner.
5.	nCODE Solutions	Rs. 900/- (Inclusive of VAT/Sales Tax)	Rs. 1090/- (No service tax applicable)	Not Finalised	Rs. 1650/- (No service tax applicable)	Inclusive

6.	NIC	Certificate provided in Smart card. Cost of Card Rs. 400/-. For DSCs on USB token, the subscribers have to bring NICCA approved USB token	All certificates provided with 2 years validity	NIL	NIL for Government Rs. 150/- for PSU, Autonomous & Statutory Bodies	Training Charges: Rs. 500/- per participant (optional)
7.	Central Excise & Customs	Does not issue DSCs to person other than those from the Department				
8.	e-Mudhra (3i Infotech Consumer Services Limited)	Rs 700/- • Exclusive of VAT / Sales Tax / Courier charges	Rs. 899/- • Service tax not applicable	Rs. 899/- • Service tax not applicable	Rs. 1149/- • Service tax not applicable	Inclusive of Telephonic or Web support

Certifying Authorities

Certifying Authorities (CA) has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000. One can procure Class 2 or 3 certificates from any of the certifying authorities.

Tata Consultancy Services (TCS)



National Informatics Center (NIC)



IDRBT Certifying Authority



SafeScript CA Services, Sify Communications Ltd.



[\(n\) Code Solutions CA](#)



[MTNL Trust Line](#)



[*Customs & Central Excise](#)



[E-MUDHRA](#)



*The MCA21 application testing and integration with iCERT issued DSCs is currently in progress.

Register Digital Signature Certificate

Role check for Indian LLP is to be implemented in the LLP application. Role check can be performed only after the signatories have registered their Digital signature certificates (DSC) with LLP.

Once the role check is implemented, system shall verify whether the signature on the eform filed, is of signatory of the company.

[Step by step Process for DSC registration by Designated Partner](#)
[Step by step Process for DSC registration by Authorised Representative](#)
[Step by step Process for DSC registration by Practising Professional](#)

Step by step Process for Designated Partner

Step by step process to be followed for registration of Designated Partner 's DSC is as under:

1. Click on the '**Register DSC**' link available on the LLP portal homepage.
2. On the next screen, click on the '**Designated Partner**' link on the left hand panel and fill-up your DPIN . Please ensure that the DPIN is approved and typed correctly.
3. System shall verify that the DPIN is valid and approved. If the DPIN is filled incorrectly or DPIN filled is not approved, system will throw an error message to that effect.
4. Fill-up rest of the particulars and ensure that details filled are as per DIN - 1. If the applicant has filed DPIN -4, then fill the details as submitted in DIN -4 form.
5. Click on the '**Next**' button. The system would verify the details.

6. If the details filled do not match with DPIN -1/ DPIN -4, as the case may be, for the reason that you do not have your DPIN application details, you can get the details from the company in which you are a Designated Partner .
7. If the details are correct, the system would prompt you to select the DSC.
8. Click on the '**Select Certificate**' button to browse and select the certificate. Please ensure that the selected DSC belongs to the applicant, whose particulars are being registered.
9. System shall validate the DSC. If the selected DSC is already registered against given DPIN , system will give an informatory message. If a different DSC is already registered against the given DPIN , system will ask if the user wants to update his/ her DSC.
10. **Type** the displayed system generated text for verification in the box provided.
11. Click on '**I agree**' button to agree to the declaration that details furnished are correct.
12. Click on the '**Submit**' button to register your DSC.
13. Acknowledgement message is displayed to the user.
14. User can take a print-out of the acknowledgement.
15. The applicant can click on the '**Reset**' function to clear the data in the fields.

Step by step Process for Authorised representative

Step by step process to be followed for registration of Manager's/Secretary's DSC is as under:

1. Click on the '**Register DSC**' link available on the LLP portal homepage
2. On the next screen, click on the '**Authorised representative**' link on the left hand panel and fill-up the particulars. Please ensure that the Income tax PAN and other details are as per the information filed in DIN -3 Form.
3. Click on the '**Next**' button. The system would verify the details.
4. If PAN details do not exist in the system due to non-filing of DIN -3 form or details filled do not match with details submitted in DIN -3 form, system will throw an error message to that effect.
5. If the details do not match with DIN -3 filing for the reason that you do not have the details filed in DIN -3 form, you can get the details from the company in which you are manager/ secretary.
6. If the details are correct, the system would prompt to select the DSC.
7. Click on the '**Select Certificate**' button to browse and select the certificate. Please ensure that the selected DSC belongs to the applicant, whose particulars are being registered.
8. System shall validate the DSC. If the selected DSC is already registered against given PAN, system will give an informatory message. If a different DSC is already registered against the given PAN, system will ask if the user wants to update his/ her DSC.
9. **Type** the displayed system generated text for verification in the box provided.
10. Click on '**I agree**' button to agree to the declaration that details furnished are correct.
11. Click on the '**Submit**' button to register your DSC.
12. Acknowledgement message is displayed to the user.
13. User can take a print-out of the acknowledgement.
14. The applicant can click on the '**Reset**' function to clear the data in the fields.

Step by step Process for Practising Professional

Step by step process to be followed for registration of Practising Professional's DSC is as under:

1. Click on the **'Register DSC'** link available on the LLP portal homepage
2. On the next screen, click on the **'Practising Professional'** link on the left hand panel and fill-up the particulars. Please ensure that the details filled as per the records of your professional institute.
3. Click on the **'Next'** button. The system would verify the details from the records provided by the concerned professional institute.
4. If the membership or enrolment number is wrong or details filled do not match with the records provided by the professional institute, system will throw an error message to that effect. If you do not have the details as recorded by your Institute, you can get the details from your Institute.
5. If the details are correct, the system would prompt to enter the income tax PAN.
6. The applicant is asked to verify and confirm the PAN. On confirmation, the system would prompt to select the DSC.
7. Click on the **'Select Certificate'** button to browse and select the certificate. Please ensure that the selected DSC belongs to the applicant, whose particulars are being registered.
8. Type the displayed system generated text for verification in the box provided.
9. Click on **'I agree'** button to agree to the declaration that details furnished are correct.
10. Click on the **'Submit'** button to register your DSC.
11. Acknowledgement message is displayed to the user.
12. User can take a print-out of the acknowledgement.
13. The applicant can click on the **'Reset'** function to clear the data in the fields.

