

## **Annexure -I**

The following steps needs to be processed to obtain DSCs it is also inform that DSC relating Class-II category does not exist and instead Class-III may obtain for both signature and encryption.

Please follow the following steps needs to be processed to obtain DSCs it is also inform that DSC relating Class-II category does not exist and instead Class-III may obtain for both signature and encryption.

Please follow the following steps.

1. Please go to TSTS website [www.tsts.telangana.gov.in](http://www.tsts.telangana.gov.in) select Digital Certificate and click on online application Links
2. Please select online link
3. Click on Enroll and apply DSC
4. Select KYC Mode as organization and select Organization type as organization/PSU and click on Continue

I. Please enter organization details:

- a. Please enter Organization HOD Name
- b. Please enter organization unit enter designation of the applicant and name of the office/currently working
- c. Organization PAN number(Optional)
- d. GSTN(Optional)
- e. CIN(Optional)
- f. Organization Address-Complete Office Address
- g. Pin Code then click with this organization details are completed.

II. Authorization signatory information: The Authorized signatory shall be Controlling/Administrative Authority/Head of Office/HOD/Head of the Dept.

- a. Full Name: Applicant Full Name
- b. Employee ID: Applicant emp id/Pan number
- c. Gender
- d. DOB
- e. Mobile Number

- f. Authorize Signatory Pan
- g. Email id
- h. A link shall be forwarded from the portal to the authorized person/ HOD registered mobile number for video verification and the video verification shall be 45 sec. where the authorized person / HOD has to display the authorization letter and employee id/PAN Card(original)

Click on next

### III. Certificate Details:

- a. Select class of certificate as Class -3
- b. User type select as organization/Government
- c. Certificate type Signatory or Encryption or Both
- d. Validity select 1 yr or 2 yr
- e. Challenge code preferably 12345678
- f. Re type challenge code preferably 12345678

Click on next

### IV. Upload file:

Please upload the below documents upto 2mb size and only jpg,png

- 1.Applicant Photo
- 2.Oraganizaiton issued ID Card(jpg,png and pdf)
- 3. Organization authorization letter please endorse the official seal(Jpg,Png and PDF)

### V. Create Login:

- a. In select user name please enter the applicant PAN Number
- b. In desired pin please enter challenge like 12345678

Click on next

### VI. OTP Validation:

- a. Click on get OTP then receive one otp to applicant email id
- b. Submit the OTP for verification

### VII. Authenticate and eSign:

- a. Here PAN number will be displayed and applicant needs to enter pin number(12345678) where the applicant shall receive mobile verification
- b. Select the check box and submit the captua then displays application shall be generated where the application id use full for completion of RA and CA process

A link shall be forwarded from the portal to the applicant registered mobile number for video verification and the video verification shall be 45 sec. where the applicant has to display the authorization letter and employee id/PAN Card(original)

The applicant has to submit the DD towards the cost of DSC and Token to the DD in favor of "MD TSTSL"