
SafeScript Pre-validated Signatory guidelines

For the purpose of attestation of identity documents in connection with the MCA21 initiative, SafeScript supports attestation by certain types of professionals. These professionals will have to be pre-validated and authorized by SafeScript to do the attestation. The following are the procedures to be followed for becoming a SafeScript Pre-validated Signatory.

- The professional (CA/CS/CWA) must be **pre-validated and registered** with SafeScript and his own identity and signature must be previously verified by SafeScript. These professionals will be known as “**pre-validated signatories**”. The authorization will be done in the following manner:
 - a. The professional will need to submit:
 - i. A Self Attested Copy of his/her professional membership certificate
 - ii. One government issued photo-id (e.g. Passport, PAN card, Voter ID, Drivers license, etc) – attested by Banker / Notary Public / Gazetted Officer
 - iii. A declaration stating that he will attest the identities of individuals known to him in true faith (format provided by SafeScript)
 - iv. An attestation from a Banker which states that the professional holds an account in that particular bank and that the banker attests his identity / address and signature as per bank records (format provided by SafeScript)
 - b. SafeScript will validate the professional’s membership and identity by correlating the professional’s identity data with the corresponding professional institute’s membership database
 - c. Once the professional’s identity is validated, a copy of his credentials and signature will be stored in SafeScript’s database and the same will be checked for every attestation done by the professional for an applicant
 - d. SafeScript will further send periodic signed mails to these pre-validated signatories giving them a list of applicants they have attested – and to revert to SafeScript if there are any discrepancies found in the list
- With the above process, our partners and their resellers, most of whom themselves belong to the professionals’ community, can have their key professional members registered with SafeScript as pre-validated signatories and further use them to service their respective clients

Bankers Attestation guidelines

- The Banker is the Branch Manager of the bank where the Professional has a valid bank account. The banker can also be any other employee of the same bank of a grade equal to or higher than the Branch Manager.
- The Banker must affix:
 - (1) his official seal on the document
 - (2) his signature and full name next to his official seal on the document
 - (3) his official telephone number, so that SafeScript may contact him in this regard

The following page provides the format for the Declaration by the Professional and the Bankers Attestation of the identity of the professional. This format must be completed without making any modifications and can be printed on a plain white paper for submission to SafeScript.

In summary, the documents to be submitted to SafeScript are:

- 1) One self-attested Copy of his/her professional membership certificate
- 2) One copy of a government issued photo-id attested by a Notary / Gazetted Officer / Banker
- 3) The Professional’s Declaration and Banker Attestation document (following page)

Declaration by Professional

As a SafeScript Pre-validated Signatory, I hereby declare that I will attest, in true faith, the identities of individuals who are known to me and who have presented their original documents of Proof of Address and Proof of Identity to me, and on the basis of which I will attest the photocopies of these documents as TRUE COPIES.

Signature of Professional:

Full Name:

Qualification (CA/CS/CWA):

Membership Type (if applicable):

Membership Number:

Address (as per bank records):

Date:

Telephone/Mobile Number:

Official Seal (if applicable):

<Banker to complete the following section>

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the person, named above, is maintaining a bank account with this Bank and operating the account in the normal course of business/activities. His name, signature and address, as appearing above, are duly attested (as per the records available with the bank).

Signature of the Branch Manager:

Full Name of the Branch Manager:

Date:

Telephone Number of the Bank:

Bank Name and Branch:

Bank Seal: