

Dear Sir/Madam,

We would like to let you know that there is a change in the CCA Verification Guidelines. This new Verification Guideline is going to be effective from July 1st 2015. To that effect, we will soon be implementing this New Verification Guideline towards adherence of this CCA order. We have outlined the key new guidelines below which will have big implications regarding the DSC Issuance.

For more information and a detailed copy of the guideline, please visit:

<http://www.cca.gov.in/cca/sites/default/files/IDENTITYVERIFICATIONGUIDELINES2015v1.pdf>

The key changes are outlined below:

**1. Attestation procedure:**

The supporting documents should be attested only by Group A/B Gazetted Officers / Bank Manager / Post Master.

The Attesting Officers should also specify their Name, designation, office address and contact number.

The list of Gazetted Officers are also listed in CCA Guidelines.

The signature cannot be in Black-ink.

Just to reiterate, attestation of photocopies shall be made only against producing originals.

**2. Mobile Verification for all Classes of Certificate**

Before providing final Approval, CA should make a telephonic verification, through the mobile number provided in application.

By this provision, the mobile number is mandatory in the application form.

The mobile number should also be unique in the application, as currently made in case of email ID.

**3. Video Recording for Class 3**

Before providing final Approval, CA should verify the applicant in the video recording.

In place of physical verification, now CA / RA should make the video recording of the applicant for specified time duration.

Applicant should answer specific set of questions to establish his identity.

This recording should happen directly in CA System, in a tamper proof way. That means, if RA is recording the video, the recording has to be made in CA provided software / portal, and directly record to CA System.

Old videos or the videos sent over email or downloaded from web, etc are not allowed.

For more details visit [www.webtel.in](http://www.webtel.in) or call on +91 93101 31101, +91 93101 31108