

2.2. Supporting Documents accompanying the Application

Category	Documents to be submitted
Government Organization	<ol style="list-style-type: none"> 1. Application form. 2. KYC documents: No documents are required. 3. Audit report. 4. Go Live checklist.
Authority Constituted under Central Act	<ol style="list-style-type: none"> 1. Application form. 2. KYC documents <ol style="list-style-type: none"> a. Copy of the act under which the organization is constituted. 3. Audit report. 4. Go Live checklist.
Not for Profit Organization/ Special Purpose	<ol style="list-style-type: none"> 1. Application form. 2. KYC documents <ol style="list-style-type: none"> a. Letter of authority, authorizing the signatory to sign documents on behalf of the organization. b. Documentary proof for Not-for-profit company/ special purpose organization of National importance. 3. Audit report. 4. Go Live checklist.
Bank/ Financial Institution/ Telecom Company	<ol style="list-style-type: none"> 1. Application form. 2. KYC documents <ol style="list-style-type: none"> a. Letter of authority, authorizing the signatory to sign documents on behalf of the organization. b. License issued by competent authority to run a bank / financial institution / telecom company in India. 3. Audit report. 4. Go Live checklist.
Legal entity registered in India	<ol style="list-style-type: none"> 1. Application form. 2. KYC documents <ol style="list-style-type: none"> a. certificate of incorporation, partnership deed or any other document in support of the Agency being a legal entity registered in India b. List of names of CEO/CFO/directors/partners/trustees/person-in-charge of the agency along with the organization chart c. Letter of authority authorizing the signatory to sign documents on behalf of the organization 3. Additional documents <ol style="list-style-type: none"> a. Self-declaration stating that the entity has not been blacklisted by any State Government, Central Government, PSUs, Statutory, Autonomous, or Regulatory body in last five years. 4. Audit report. 5. Go Live checklist.

2.3. ASP Audit Checklist

Sl	Audit parameters	
1.	The communication between ASP and ESP should be Digitally Signed and encrypted	
2.	Communication line between ASP and ESP should be secured. It is strongly recommended to have leased lines or similar secure private lines between ASP and ESP. If a public network is used, a secure channel such as SSL should be deployed	
3.	ASP should have a documented Information Security policy in line with security standards such as ISO 27001.	
4.	Compliance review of controls as per Information security policy	
5.	ASPs should follow standards such as ISO 27000 to maintain Information Security	
6.	Compliance to prevailing laws such as IT Act 2000 should be ensured	
7.	Software to prevent malware/virus attacks may be put in place and anti-virus software installed to protect against viruses. Additional network security controls and end point authentication schemes may be put in place.	
8.	Resident consent process must be implemented to obtain consent for every transaction carried out. The user must be asked for willingness to sign it and consent form should be stored .	
9.	Application Security Assessment of the ASP by Cert-in empanelled auditor /IS Auditor	
10.	ASP data logging for audit purposes provisioned.	
11.	ASP should not delegate any obligation to external organizations or applications.	
12.	ASP integrate with ESPs through standard eSign APIs only	
13.	Provision for providing/accessing the copy of the signed document to the signer	
14.	ASP shall display (and allow download/print) the document that is to be signed clearly for subscribers to read before signing.	
15.	ASP shall protect the document URL (available within eSign request) from anyone or any system accessing it using URL and also from virus, malware, etc.	
16.	Indemnify both ESP and CA for integrity related discrepancies arises at ASP end	

2.4. Go Live Checklist

ASP Go live Checklist

Go Live Checklist *		
1.	ASP data logging for audit purposes provisioned	<input type="checkbox"/>
2.	ASP has conducted end-to-end testing for 50 no of successful transactions in Pre-production environment	<input type="checkbox"/>

**All the above items are mandatory and need to be completed before submitting for go live approval to ESP. For additional information on the above checklist items please contact the corresponding ESP*

We understand that production ASP licence will be provided post ESP approval of this checklist. ASP hereby confirms compliance to the current standards and specifications as published.

Submitted By (from ASP Organization)

Signature: _____

Name: _____

Designation: _____

Organization: _____

Date: _____

Approved By (from ESP)

Signature: _____

Name: _____

Designation: _____

Organization: _____

Date: _____
