

Frequently Asked Questions

1. What kind of tool should be used to view the application being submitted?

Ans.: Applications can be best viewed and authenticated under Acrobat Reader v11 & above.

2. What kind of browser to be used for access M-SIPS portal?

Ans.: It can be best accessed through Google Chrome v47 and above or Mozilla Firefox v42 and above etc.

3. What are the responsibilities of the Applicant with respect to submission of application?

Ans.: The applicant need to furnish the MSIPS application which is complete in all respect (including Digital Signature) along with application fees as applicable. Applicant must provide accurate information, If DeitY perceives that the approval has been obtained by misrepresentation as to an essential fact, furnishing of false information, the DeitY may cancel or amend the same sanction after giving the applicant an opportunity to be heard.

4. How the initial Application fee can be submitted?

Ans.: The Application fee can only be paid online through different payment channels viz Credit/Debit Card, NEFT/RTGS, and Internet Banking. It may be noted that as per departmental order no. xx dated xx/01/2016 the payment mode of demand draft (DD) has been discontinued from xxth January 2016. The current online payment option available in the MSIPS portal will continue. The details of payment channels will be suggested to the Applicant by the PayGov platform which has been mandated for the purpose. The applicant will also have an option to exercise online transaction through his bank over NEFT/RTGS by collecting e-challan from the portal.

5. How to generate e- challan?

Ans.: The Applicant need to go through the online payment option in the MSIPS portal and selecting the option of NEFT/RTGS in the PayGov platform, then s/he can get the e-challan. There are 3 options to get the copy of e-challan, viz a) email, b) print c) save as pdf. If email option is chosen by the applicant, the file received can be opened through Acrobat Reader.

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6. How much time it will take if Applicant chooses to process e-challan through his bank?

Ans.: It will take at least 2 working days (*from the day in which the applicant has done the online transfer of funds through his bank*) for reflecting the transaction in the application form. The applicant need to check his application form after 2 days for verification of the same and necessary processing i.e. applying digital signature and uploading.

7. What is a Digital Signature and its significance?

Ans.: Digital signatures are used to implement electronic signatures, a broader term that refers to any electronic data that carries the intent of a signature. It is digital equivalent of a handwritten signature or stamped seal which offers a greater security and has legal validity. Applicant has to apply a class 2 type Digital Signature Certificate issued by a certifying Authority, in the M-SIPS application being submitted.

8. How Digital Signature can be obtained?

Ans.: In India various Certifying Authorities under license from Controller of Certifying Authority, Ministry of Information Technology, Government of India; issues Digital Signature certificates. Any Individual, Enterprises / Government Organizations or Agencies can obtain Digital Signature Certificate (DSC) from any of these certifying Authorities. The applicant organization can also obtain Digital Signature Certificate (DSC) from these Certifying Authorities on behalf of its employee.

9. List of Certifying Authorities responsible for providing Digital Signature Certificates in India.

Ans.: Under Section 24 of the Indian Information Technology - Act 2000, the Certifying Authority (CA) means a person who has been granted a license to issue a digital signature certificate. The following Certifying Authority (CA) are operating under license from Controller of Certifying Authority:

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 (iCERT), E-MUDHRA.

10. Is it mandatory on part of the applicant to digitally sign the application?

Ans.: Yes, It is mandatory for the applicant organization to digitally sign the application with a Class 2 digital signature certificate (DSC) issued by an authorized certifying authority. Further it needs to be ensured that the application is signed and

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submitted by a person having valid authorization from the applicant organization to sign that particular MSIPS application. A copy of such authorization is required to be uploaded along with the application form.

11. Whether validity check of digital signature will be Applicant's responsibility?

Ans.: Yes, Applicant is required to ensure validity of digital signature of authorized person. The validity check will be with respect to date of expiry, availability & application of Trust anchor etc. and the same needs to be undertaken before applying the digital signature in the application.

12. Whether change of authorized signatory is allowed for subsequent application from the same organization?

Ans.: Yes, the Applicant can change the authorized signatory for any subsequent applications. The applicant is required to change the relevant details about the authorized signatory in the 'User Details section'.

13. What are the mandatory documents that needs to be submitted along with the application?

Ans.: The Applicant need to upload the following mandatory documents

- a. Letter of Authorization (including Identification & relation with organization) for signing the application on behalf of the organization.
- b. PAN No. and Company ID of the authorized person.
- c. Certified copy of Central Excise certificate
- d. Brief Bio Data of Chairman/ Chief Executive Officer/ COO's
- e. Certified copy of shareholding pattern (No. of shares and investments)
- f. Certified copy of Annual report for three years of Applicant Company if not available provide reasons for verification / Validation.
- g. Certificate from Company Secretary/ CEO/ MD regarding any pending legal cases
- h. certificate that the applicant is not blacklisted by any Government department

14. Is it required on behalf of the applicant to maintain a separate books of account for the project?

Ans.: Applicant needs to maintain a separate books of account for the project under MSIPS.