

## API Entity Registration(Pre-Certified Document Wallet) Form

**(For Central and State Government Institutions/Digilocker Partners)**  
**(to be printed on the letter head of the applicant)**

**Date:**

To

The Director,  
Computer Centre,  
Kerala University,  
University of Kerala Senate House Campus,  
Palayam, Thiruvananthapuram,  
Kerala 695034.

Dear Sir,

**Sub.: Request for allowing \_\_\_\_\_ (Name of applicant) to Register as an API Participant .**

We are pleased to submit herewith our application for registration as a API Participant as part of the open API system being set-up by Kerala University . We are providing hereby the required details & agree to the Terms & Conditions mentioned in this form for registering and using API and such other Terms & Conditions as may be revised and notified from time to time. It is requested that our application may be considered and we may be provided access for using the University's API.

**Category and constitution details of the Applicant (Please tick relevant option for category and constitution of applicant in table below)**

Sr no.	Category of Applicant	Constitution of Applicant
1	India - Academic Institution	<ul style="list-style-type: none"><li>1) Central Govt.</li><li>2) State Govt.</li><li>3) Private Ownership</li><li>4) School Board/council</li><li>5) Technical Board/council</li><li>6) Autonomous</li><li>7) Trust /Registered Society</li><li>8) Others</li></ul>
2	India Background Verification Agency <small>Foreign entity not allowed for API</small>	<ul style="list-style-type: none"><li>1) <b>Corporate (Company)</b></li><li>2) Partnership firm /LLP/AOP/BOI</li><li>3) Proprietorship firm</li><li>4) Others</li></ul>

3	India - Bank	1) Public Sector / Nationalised Bank 2) Private Bank 3) Co-operative / Rural Bank 4) Others
4	Central Government	Government
5	India – Employer	1) Corporate – Private 2) Corporate – PSU 3) Partnership firm / LLP / AOP / BOI 4) Trust / Society 5) Government Body 6) Others
6	Local government	Government
7	State government	Government

<b>Name of the Applicant</b>	
<b>Permanent Account Number (PAN)</b>	
<b>Goods and Services Tax Identification Number(GSTIN)</b>	
<b>Corporate Identity Number (CIN)</b>	
<b>Address of the Registered Office (Based in India only)</b>	
<b>Telephone Number</b>	
<b>Fax number</b>	
<b>Email ID:</b>	
<b>Website:</b>	
<b>Details of Proof of Identity (POI) document attached (Refer Annexure 1 for requirements as per applicant category and constitution)</b>	
<b>Details of Proof of Address (POA) document attached (Refer Annexure 1 for requirements as per applicant category and constitution)</b>	

<b>Proof for Digilocker partner</b>	
<b>Reason/s/Purpose for Verification of Academic Certificates (Mention in brief)</b>	
<b>Number of academic certificates currently verified per month on an average/approximate</b>	
<b>Details of the current process followed to collect Authorisation of the Student / Certificate Holder before seeking Verification of his/her academic record/s and the details of information/data currently maintained in this regard. (Mention in brief)</b>	

**Details of single point of Contact (SPOC) i.e. person to deal with Kerala and other related stakeholders for API Connectivity**

<b>Details of SPOC</b>	
Name of the SPOC	
Designation	
Employee ID (if applicable)	
AADHAAR (12 digits)	
Date of Birth (YYYY-MM-DD)	
Mobile Number (10 digits)	
Email ID	
Desk Phone Number with STD code	

**Details of functional user.** (The functional user will be the user on Kerala University API system

who will be enabled to connect to Kerala University API system.)

<b>Details of Functional User</b>	
Name of the functional User	
Designation	
Employee ID (if applicable)	
AADHAAR (12 digits)	
Date of Birth (YYYY-MM-DD)	
Mobile Number (10 digits)	
Email ID	
Desk Phone Number with STD code	

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**(Stamp and seal of the applicant entity)**

## ANNEXURE 1

### **Details of Proof of Identity (POI) and Proof of address (POA) documents to be submitted as per category and constitution of the applicant**

Sr no.	Category of Applicant	Constitution of Applicant	Proof of Identity documents to be submitted	Proof of address documents to be submitted
1	India - Academic Institution	1) Central Govt. 2) State Govt. 3) Private Ownership 4) School Board/council 5) Technical Board/council 6) Autonomous 7) Trust / Society 8) Others	Letter from UGC/AICTE/Ministry /approving body/relevant authority granting approval for the formation/ functioning of the institution.	Letter from UGC/AICTE/Ministry /approving body/authority granting approval for the formation/ functioning of the institution.
2	India & Background Verification Agency (foreign agencies not applicable)	1) Corporate (Company) 2) Partnership firm / AOP / LLP 3) Proprietorship firm 4) Others	<ul style="list-style-type: none"> <li>• PAN &amp; board resolution containing List of Authorised signatories with designation and their specimen signatures on letterhead <b>(for corporate)</b></li> <li>• PAN with photograph/ AADHAAR/Passport of all partners/proprietor <b>(for partnership firm, LLP, proprietorship firm)</b></li> <li>• Proof of Existence/Constitution document and Resolution of the managing body with list of authorized signatories with their specimen signatures <b>(for AOP and BOI)</b></li> <li>• Proof of Existence/Constitution document <b>(for others)</b></li> </ul>	<b>Any 1 for corporate</b> <ul style="list-style-type: none"> <li>• Registered Lease or Sale Agreement <b>(For corporate)</b></li> <li>• Telephone (Landline) bill not more than 3 months old. <b>(For corporate)</b></li> <li>• Electricity bill not more than 3 months old. <b>(For corporate)</b></li> <li>• Partnership deed or certificate of registration for registered firms and list of authorised signatories with specimen signatures and photograph. <b>(For partnership firm/LLP)</b></li> <li>• AADHAAR/Passport of proprietor <b>(for proprietorship firm)</b></li> <li>• Proof of Existence/Constitution document and Resolution of the managing body with list of authorized signatories with their specimen signatures. <b>(for AOP and BOI)</b></li> <li>• Proof of Existence/Constitution document <b>(for others)</b></li> </ul>
3	India - Bank	1) Public Sector / Nationalised Bank 2) Private Bank 3) Co-operative / Rural Bank	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by MD/CEO/Director/GM/authorised official of the bank (with name &	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by MD/CEO/Director/GM/authorised official of the bank (with name &

		4) Others	designation) on letterhead.	designation) on letterhead.
4	Central Government	Government	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.
5	India - Employer	1) Corporate – Private 2) Corporate – PSU 3) Partnership firm / LLP / AOP / BOI 4) Trust / Registered Society 5) Government Body 6) Others	<ul style="list-style-type: none"> <li>PAN &amp; board resolution containing List of Authorised signatories with designation and their specimen signatures on letterhead <b>(for corporate)</b></li> <li>PAN with photograph/ AADHAAR/Passport of all partners/proprietor <b>(for partnership firm, LLP, proprietorship firm)</b></li> <li>Proof of Existence/Constitution document and Resolution of the managing body with list of authorized signatories with their specimen signatures <b>(for AOP and BOI)</b></li> <li>List of managing committee members with committee resolution having list of Authorised signatories with their specimen signatures. <b>(for registered society)</b></li> <li>PAN with photograph/ AADHAAR/Passport of all trustees <b>(for trust)</b></li> <li>List of Authorised signatories with designation and their specimen signatures on letterhead <b>(for government body)</b></li> <li>Proof of Existence/Constitution document <b>(for others)</b></li> </ul>	<b>Any 1 for corporate</b> <ul style="list-style-type: none"> <li>Registered Lease or Sale Agreement <b>(For corporate)</b></li> <li>Telephone (Landline) bill not more than 3 months old. <b>(For corporate)</b></li> <li>Electricity bill not more than 3 months old. <b>(For corporate)</b></li> <li>Partnership deed <b>or</b> certificate of registration for registered firms and list of authorised signatories with specimen signatures and photograph. <b>(For partnership firm/LLP)</b></li> <li>AADHAAR/Passport of proprietor <b>(for proprietorship firm)</b></li> <li>Proof of Existence/Constitution document and Resolution of the managing body with list of authorized signatories with their specimen signatures. <b>(for AOP and BOI)</b></li> <li>Trust deed <b>or</b> certificate of registration for registered trusts and list of trustees certified by managing trustees or a chartered accountant <b>(for trust)</b></li> <li>Copy of Registration Certificate under Societies Registration Act. <b>(for registered society)</b></li> <li>List of Authorised signatories with designation and their specimen signatures on letterhead <b>(for government body)</b></li> <li>Proof of Existence/Constitution document <b>(for others)</b></li> </ul>
6	Local government	Government	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.
7	State government	Government	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.	List of Authorised signatories with designation and their specimen signatures on letterhead duly certified by official authorised by the government.