

ATTACHMENT 2 – IDENTITY VALIDATION PROCEDURE

Certificate Class	Cert Application Channel	Document Required	Verification Procedure	Validation Procedure	Authorized Personnel
<i>Class 1 Individual</i>	Online	Email ID	Manual	Manual	TAB RA
	Counter Service	1. Email ID 2. National ID and/or 3. Passport 4. Application Form	Manual	Manual and/or Card Reader	TAB RA
<i>Class 2 Individual</i>	Counter Service	1. Email ID 2. National ID and/or 3. Passport 4. Application Form	Manual	Manual and/or Card Reader	TAB RA
<i>Class 2 Business (Corporate/SME/Individual Business/Voluntary Organization)</i>	Counter Service	1. Email ID 2. National ID and/or 3. Passport 4. Application Form 5. Business Registration Certificate 6. Letter of Proxy 7. Form 13, 24, 44 and 49	Manual	Manual and/or Card Reader and/or Registrar of Companies (ROC)	TAB RA
<i>Class 2 Government</i>	Counter Service	1. Email ID 2. National ID 3. Government ID and/or 4. Passport 5. Application Form 6. Government Letter of Approval	Manual	Manual and/or Card Reader	TAB RA