

## Process for Renewal of Digital Certificate

1. The subscribers will browse APTS web site for renewal process.
2. The Subscriber approaches APTS RA office to obtain the application form from APTS office and pay the Renewal fee in the form of Demand Draft / Pay Order (no cash transactions) in favor of Managing Director, Andhra Pradesh Technology Services Ltd., Hyderabad.
3. APTS RA office can process the online request only on receipt of the Renewal Application form duly enclosed with the Demand Draft / Pay Order.
4. The following are the steps to be followed by the applicant to acquire the digital certificate:

### 4.1. Obtain the Renewal Form and the user guide.

- a. The subscriber or his representative can approach APTS to obtain the Renewal form (or) the subscriber can download the application form from the APTS web site also. For cost of renewing the digital certificate refer **Annexure-I**. This amount can be paid in the form of Demand Draft / Pay Order drawn in favor of the Managing Director, Andhra Pradesh Technology Services Ltd., Hyderabad. No Cash transactions are allowed at APTS. If the subscriber approaches APTS, then upon receipt of the Demand Draft / Pay Order, APTS issues "Renewal Form" and "User guide".
- b. The Renewal form and user guide can also be downloaded from web site.
- c. Demand Draft / Pay Order should be drawn in favor of Managing Director, Andhra Pradesh Technology Services Ltd., Hyderabad only.

### 4.2. Enrollment Procedure

- a. The subscriber then follows the renewal steps mentioned in the user guide and generate the request on the ikey token (already provided) and take the printout of the Enrollment page (Request number page).
- b. Subscriber will have to fill the Renewal Form and the Enrollment page and submit the same to APTS.
- c. APTS will verify the details and the renewal request and process the same.
- d. Once the request is processed the subscriber will receive an email with the Authentication PIN.
- e. The Subscriber then logs on to the APTS website and clicks on Download (step 4) and supplies the authentication PIN to download the digital certificate.
- f. Once the certificate is downloaded the subscriber verifies the same on to the iKey token.

Note: The Subscriber can download the digital certificate on the same USB token using the same computer and the same computer account from which the request was initiated.

For Further information / Clarification Please contact APTS RA Office.

### **C O N T A C T U S (From 10:30AM to 5:00PM on working days only)**

#### **Andhra Pradesh Technology Services Limited**

BRKR Bhavan,  
B-Block, Tankbund Road,  
Hyderabad-500063

#### General Help Desk

Phone: +91-40- 23224283, 23220305 / 1760

Fax: +91-40-23228057 / 23227458

Help Desk Mail: [pki-helpdesk@apts.gov.in](mailto:pki-helpdesk@apts.gov.in), [helpdesk.apts@gmail.com](mailto:helpdesk.apts@gmail.com)  
<http://www.apts.gov.in>

#### Certificate Processing Help Desk

Mr. Mahaboob Basha/ Mr P V Ramana Rao

Mobile: 9963029443 / 9963029436

## ANNEXURE- I

<b>1Yr. validity (All values in Rs.)</b>		
<b>Digital Signature Certificate</b>	<b>USB Token</b>	<b>Price</b>
Fresh	1	800
Renewal		600
<b>2Yr. validity</b>		
Fresh	1	1,200
Renewal		700

Courier Charges – Rs.300/- extra for outstation dispatch of Applications.

Note :-

- All payments are to be made in the form of Demand Draft drawn in favor of the Managing Director, Andhra Pradesh Technology Services Ltd., Hyderabad.
- No cash transactions are allowed at APTS.