




## Steps to Validate the Digital Signature in your Form-16 or 16A

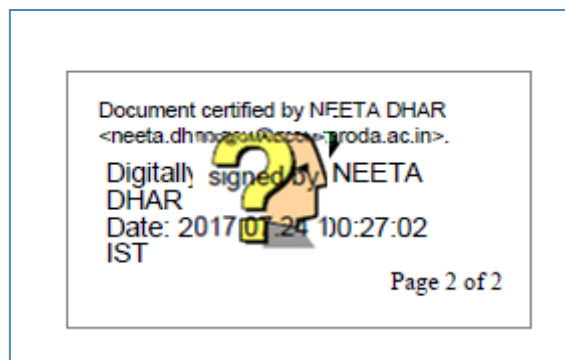
1. First download the Form-16 or 16A "PDF" file from your official Email-ID on your PC/Laptop. PDF Reader is required to open the file. It will look like as follow.

 <b>TDS</b> Centralized Processing Cell	 <b>TRACES</b> TDS Reconciliation Analysis and Correction Enabling System	 Government of India Income Tax Department
<b>FORM NO. 16</b>		
[See rule 31(1)(a)]		
<b>PART A</b>		
Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary		
Certificate No. PKMDSSO	Last updated on 22-Jul-2017	
Name and address of the Employer	Name and address of the Employee	
THE REGISTRAR 1, M S UNIVERSITY, OPP FOOD DRUG LABORATORY, FATEHGUNJ, FATEHGUNJ - 390001 Gujarat		

LAST PAGE OF YOUR FORM-16 or 16A WILL LOOK LIKE AS FOLLOW

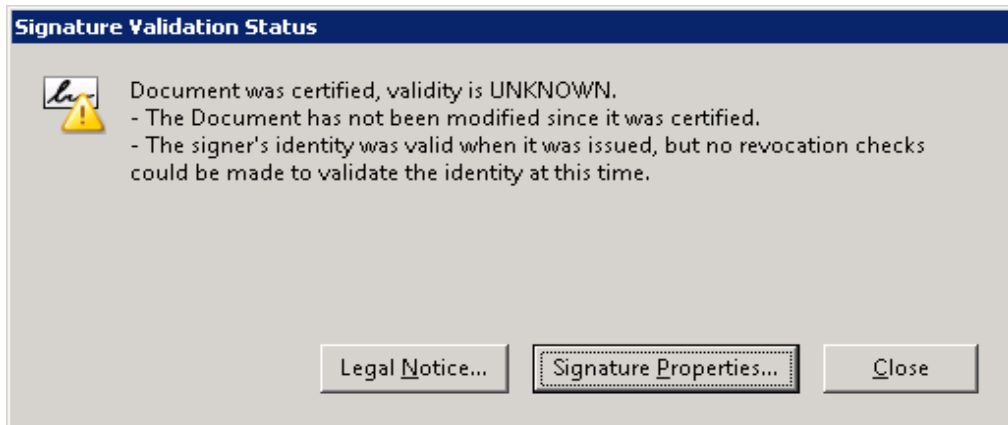


2. Here you will see "Yellow Question Mark" at the place of Digital Signature. This is because the digital signature is not yet validated on your PC/Laptop. Now we will go through the steps to Validate the digital signature on your PC/Laptop.
3. Move your Mouse Pointer on the "Yellow Question Mark" and click on the "Left button" on your Mouse (Left click).

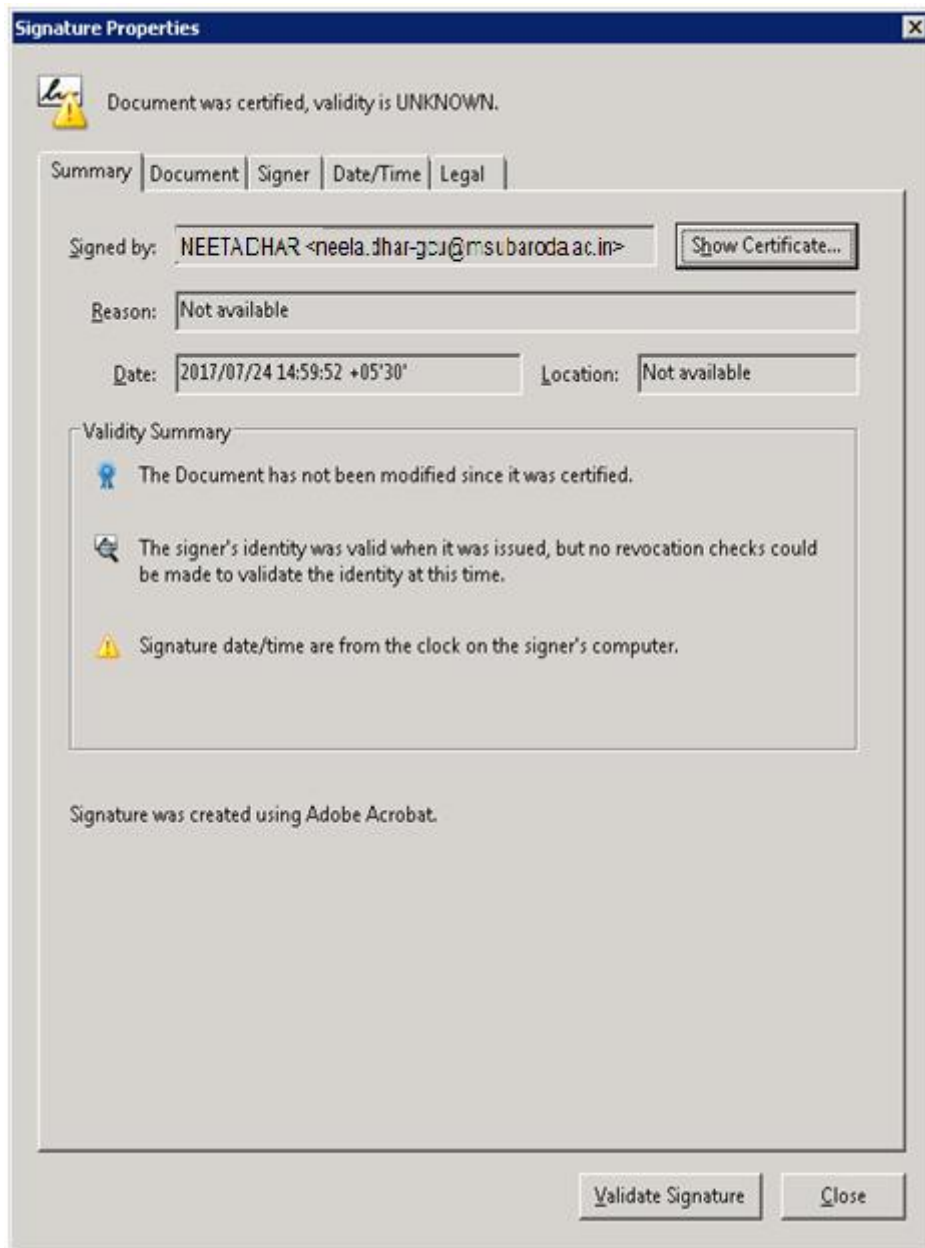


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4. It will show a screen as follow.

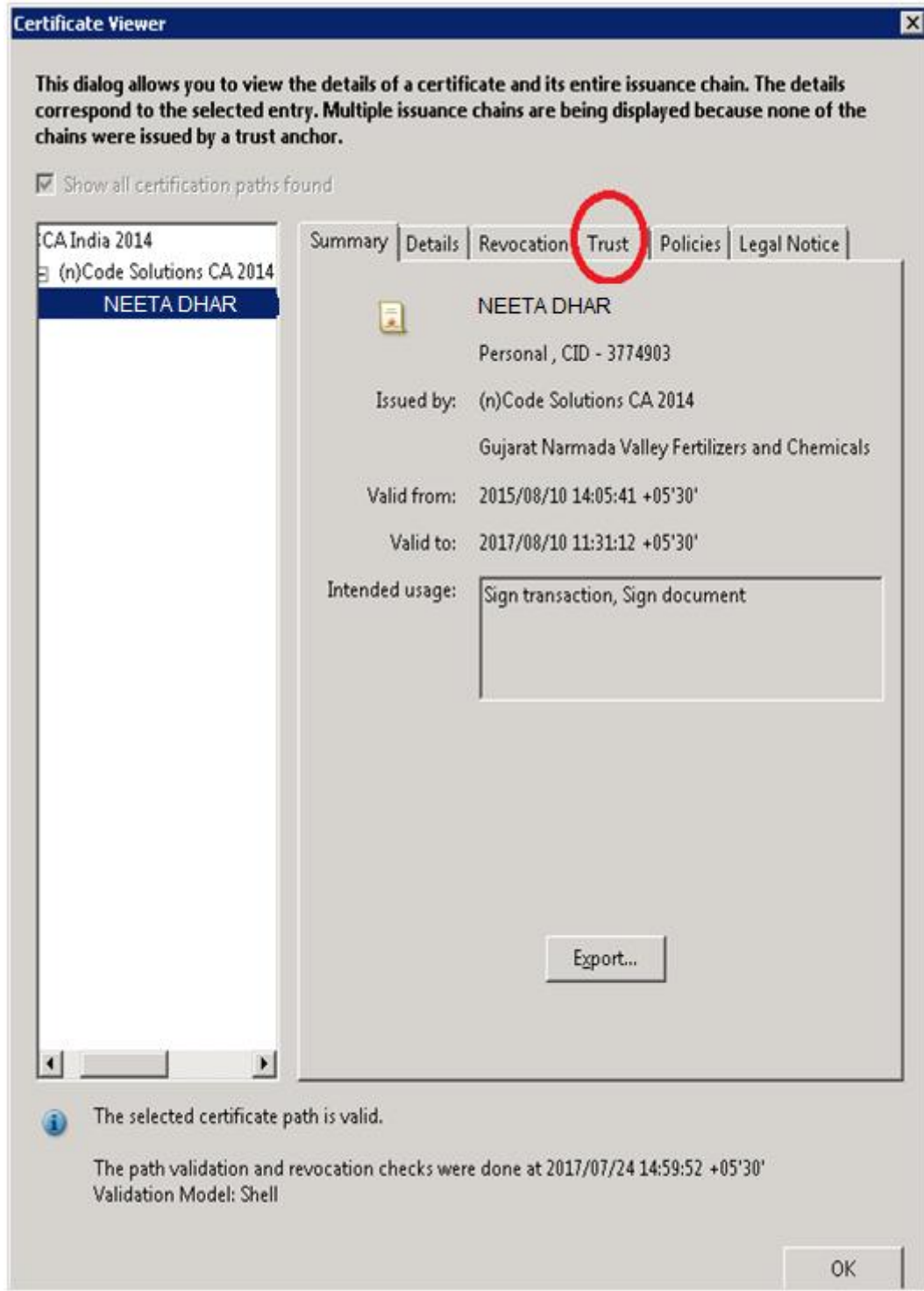


5. Click on "Signature Properties" button. It will show below screen.



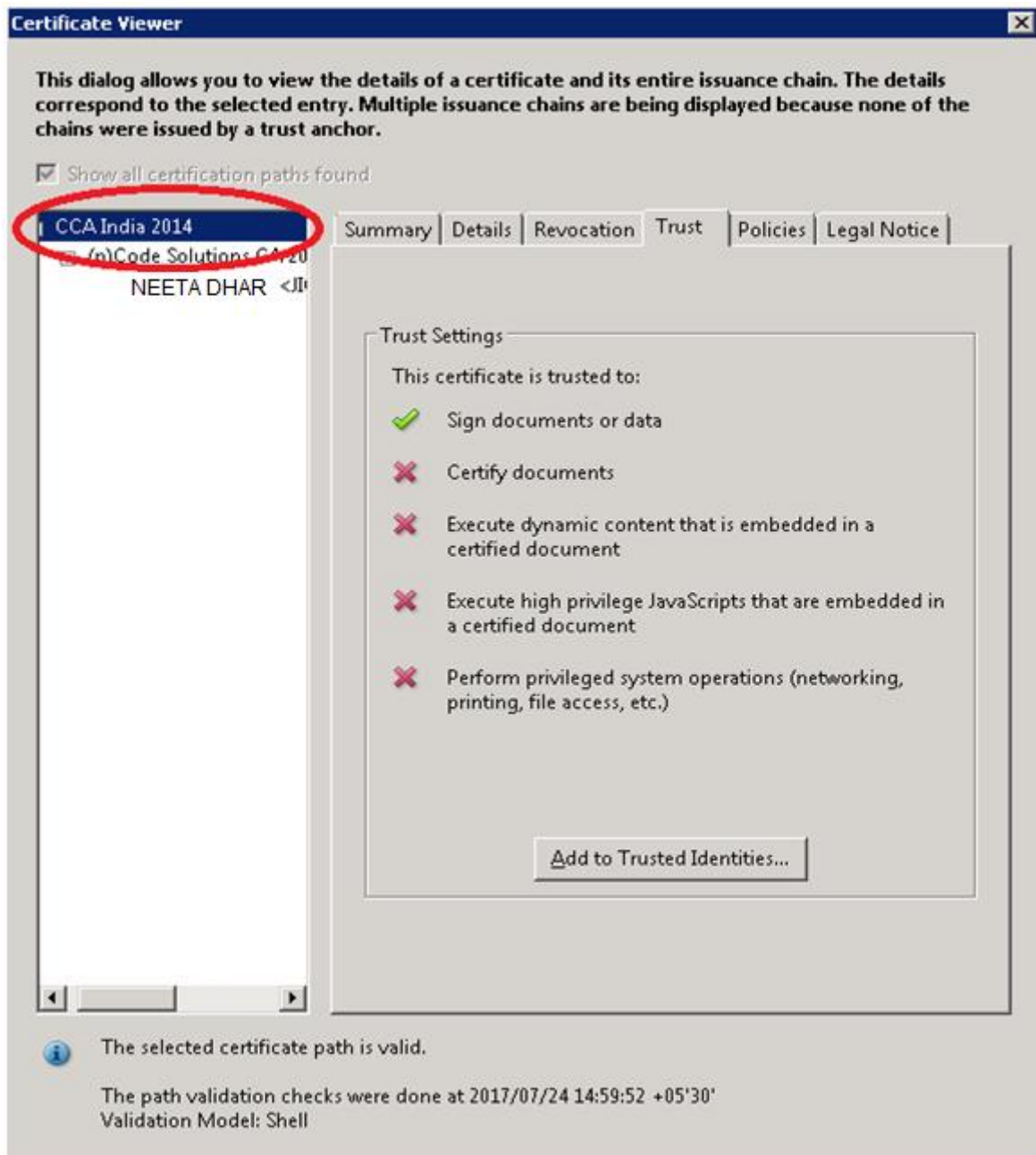
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- Click on **"Show Certificate"** button. It will show below screen.

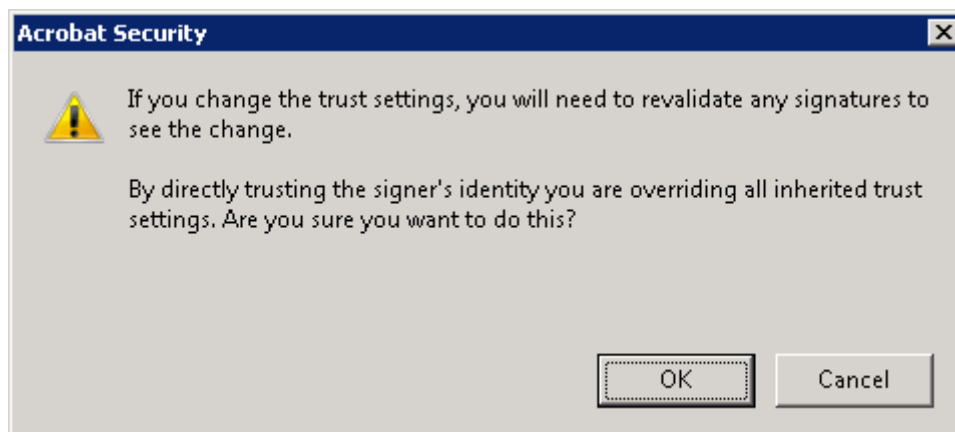


- Click on **"Trust"** Tab shown in above screen. On clicking "Trust" tab it will show the below screen. Select the top most (root CA) in the next screen. It is shown in **RED** colour oval shape in the below screen.

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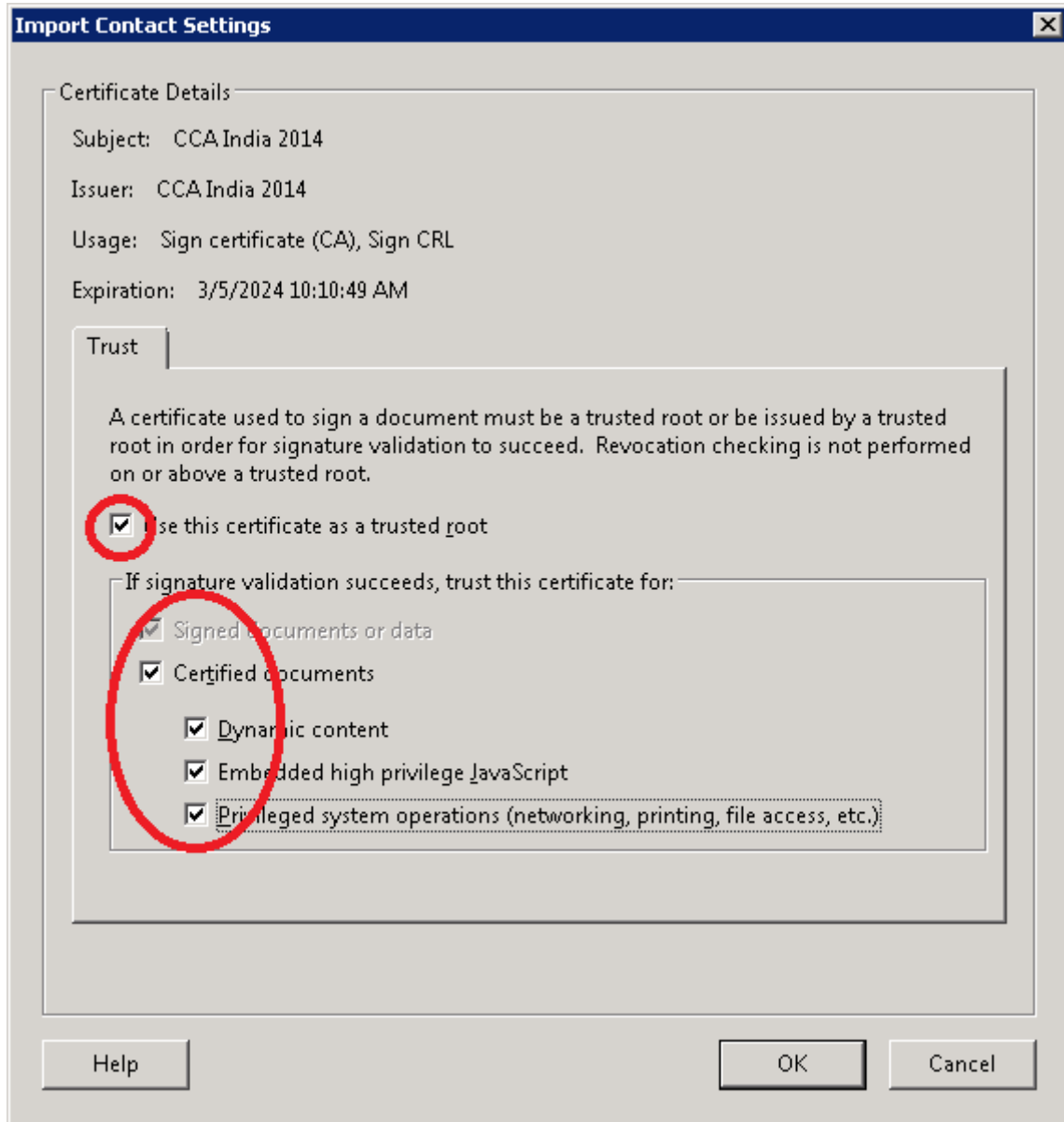


8. Click on **"Add to Trusted Identities"** button shown in above screen.



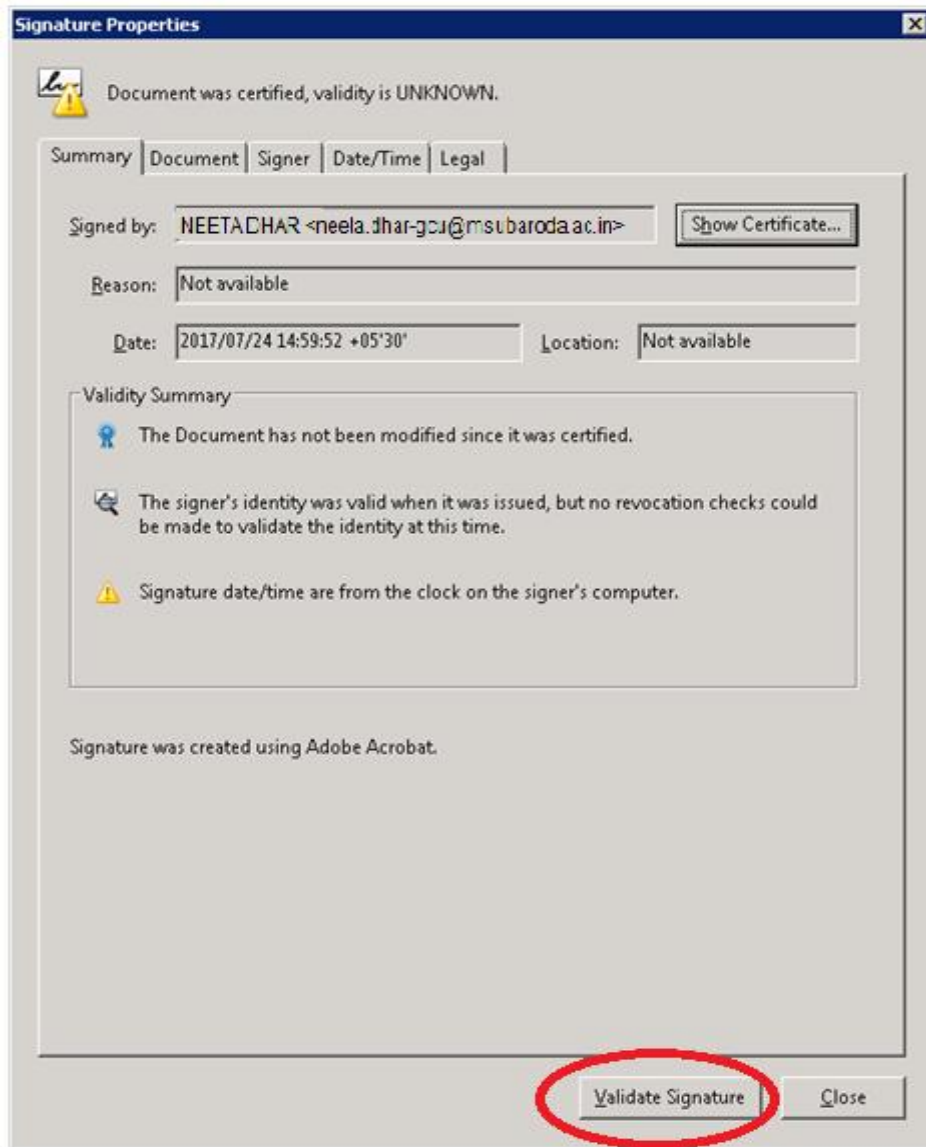
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9. Click on "OK" button. It will show below screen.

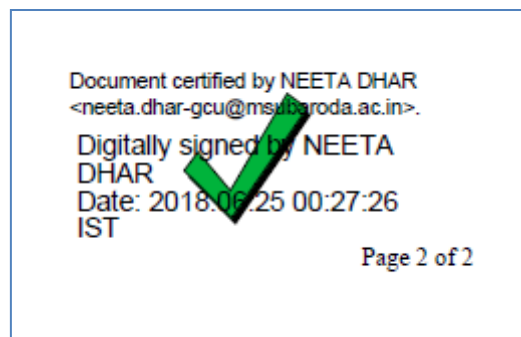


10. Tick on all the checkboxes as shown in above screen and click on "OK" button. Then the next screen will be displayed.

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11. Click on "Validate Signature" button and then "Close" button. After that close the document (Form-16 or Form16A) and again open the same. The signature gets validated as shown below.



**NOTE:** Latest version of Acrobat Reader may ask you to add the certificate automatically to validate the digital signature.