

Steps to be followed for Token Lost/deletion of certificate/Token damage

➤ **If token is lost then follow the below steps:**

1) If token is misplaced then revoke(block) the old certificate.

2) please find the below link for blocking the certificate and send the filled soft copy to mail

ID : dsctokens-eoffice@ap.gov.in

<https://www.certificate.digital/Repository/forms/revocation-form.pdf>

3) Submit the DemandDraft(**Rs.800**) in favour of MD.APTS, Vijayawada along with covering Letter.

4) Along with DD these forms to be submitted in APTS..

- ❖ Attach the Application form, Authorisation Letter, Id proof & address proof with attestation of higher authority along with their one Govt ID card copy.

APTS address

Andhra Pradesh Technology Services Ltd(APTS),

3rd Floor, R&B Building, MG Road, Labbipet,

Vijayawada, Andhra Pradesh-520010

➤ **If token is damage/deletion of certificate then follow the below steps:**

1) Submit the DemandDraft(**Rs.800**) in favour of MD.APTS, Vijayawada along with covering Letter.

2) Along with DD these forms to be submitted in APTS..

- ❖ Attach the Application form, Authorisation Letter, Id proof & address proof with attestation of higher authority along with their one Govt ID card copy.

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Note : For Autonomous organisation (attach the DD for New:Rs.800 and Renewal :Rs.700 for e-office purpose) and visit the APTS office