DGFT Digital Signature

Brief:

DGFT Signatures are used to apply license and digitally sign your licenses on the DGFT portal. This signatures is exclusively for the organizations having valid IEC code

Documents required:

- 1. Application Form (Duly Signed)
- **2.** Recent Passport Size Photo Graph (Pasted on the Application Form and signed across the photo)
- **3.** Identity Proof: (Any one of the Following)
 - a. PAN Card
 - b. Driving License
 - c. Passport
 - d. VoterID Card
 - e. Aadhar Card
 - f. Banker Passbook attested by the Banker
 - g. Photo ID Issued by central or State Government
- **4.** Address Proof : ((Any one of the Following)
 - a. Passport
 - b. Driving License
 - Latest Utility Bills ((Telephone/Electricity/LIC/ Water) Not older than 2 months
 - d. Ration Card
 - e. Voter ID card
 - f. Bank Passbook attested by the banker
 - g. Service Tax or VAT registration Certificate

5. Proof of Right to do Business

1. In Case of Ltd or Pvt Ltd

- (a) Copy of IEC
- (b) Self attested and stamped copy of Certificate of Incorporation or Memorandum & Articles of Association.

2. In Case of Partnership firm

- (a) Self attested & stamped Photo copy of IEC Mandatory
- (b) Self attested & stamped Photo copy of Partnership Deed Mandatory

3. In Case of Proprietorship

- (a) Self attested copy of IEC Mandatory
- (b) Self attested & stamped copy of ST Registration

Or

- (a) Self attested copy of IEC Mandatory
- (b) Self-attested & stamped copy of Pan no.
- (c) Self attested & stamped copy of 2 year Income Tax Returns

Or

- (a) Self attested copy of IEC Mandatory
- (b) Self attested & stamped copy of RCMC
- (c) Self attested & stamped copy of any Licence (DEPB/ Advance licence EPCG)
- (d) Self attested & stamped copy of any Manufacturing License

Note: Authorization or Letter or employment is not required in case applicant himself is a Partner, Director or Proprietor or Authorized Signatory.

In Case of employee of any organization applying for DGFT Certificate then the Director or Partner or Proprietor or Authorized Signatory has to Sign with Stamp on "Section – 4 Authorization" of the application Form. SEPARATE LETER OF EMPLOYMENT OR AUTHORITY LETTER IS NOT REQUIRED

NOTE

When we <u>infrom you</u>, the applicant has to do Mobiles verification from her/his mentioned mobile number in the application form. The Applicant has to provide correct details as filled by her/him in the application form. If wrong details provided during call verification process, your DSC will be rejected and you have to submit documents and payment again. So it is suggested to you to keep a copy of application form in front of you while doing this process.

Option 1 - Voice: Call Sify Toll free verification number 1800 419 2929 & Extn. 8 and answer 2-3 questions to confirm the identity of the applicant. (From Monday – Saturday 9.00 am - 8.00 pm excluding National Holidays)

Option 2 - Text: SMS to Sify Safescrypt Self-Service number in specific format and complete the verification.

Sify Safescrypt SMS based verification number: +91-9664166000 Format: SafeScrypt <Request id number> <Email id > confirmed

Example: SafeScrypt 12345678 consumerid@safescrypt.com confirmed



SafeEXIM Digital Certificate Subscription Form

	Certificate Validity 1	Year 2 Years		
Section 1: Subscriber Details				
Name*:				
Designation*			* Self Attested Photo	
Designation*: Date of Birth*: D D M M Y	Y Y Y Gender	: Male Fem	ale	
Organisation Name * :				
IEC Code* :		Branch Co	de*:	
Organisation Address* : (As Per Branch Code) Road/ Street/ Post Office * :				
Town/ City/ District* :				
State/ Union Territory * :				
Country* :	PIN Code* :			
Telephone Number* (with STD Code) :				
Mobile Number* : Email id* :				
Email id* :				
Section 2: Identity Proof Details				
Subscriber's Photo Identity Proof*		Organisation's Address	Proof*	
Subscriber's Photo Identity Proof* Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number		Organisation's Address Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,)	Proof*	
Identity Proof Name (Eg: Pan Card, DL, Passport,)	the Photo ID Proof.	Address Proof Name (Eg: Latest Telephone Bill,	Proof*	
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number		Address Proof Name (Eg: Latest Telephone Bill,	Proof*	
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number	Section 3 In this Subscription Form for the digital signature certificate, the di	Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,) Declaration e purpose of obtaining a digital of	ertificate is true and correct to the best of	
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number Note*: Subscriber's signature should appear or I hereby declare that all the information provided my knowledge. I am aware, as a subscriber for a declared that all the information provided my knowledge.	Section 3 In this Subscription Form for the digital signature certificate, the di	Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,) Declaration e purpose of obtaining a digital of	ertificate is true and correct to the best of	
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number Note*: Subscriber's signature should appear or I hereby declare that all the information provided my knowledge. I am aware, as a subscriber for a construction of the subscriber of the sub	Section 3 In this Subscription Form for the digital signature certificate, the di	Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,) Declaration e purpose of obtaining a digital of	ertificate is true and correct to the best of	
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number Note*: Subscriber's signature should appear or I hereby declare that all the information provided my knowledge. I am aware, as a subscriber for a G SafeScrypt CA's CPS https://www.safescrypt.cc Signature of the Subscriber*	Section 3 In this Subscription Form for the digital signature certificate, the digital signature certificate signature.	Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,) Declaration e purpose of obtaining a digital of	ertificate is true and correct to the best of	
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number Note*: Subscriber's signature should appear or I hereby declare that all the information provided my knowledge. I am aware, as a subscriber for a G SafeScrypt CA's CPS https://www.safescrypt.cc Signature of the Subscriber*	Section 3 d in this Subscription Form for the digital signature certificate, the digital signature certificate signature certificate, the digital signature certificate signatu	Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,) Declaration e purpose of obtaining a digital of the same application and responsibilities are application. Authorisation nowledge by my signature, that scriber is responsible to transact	ertificate is true and correct to the best of icable under the IT Act, India and the	
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number Note*: Subscriber's signature should appear or I hereby declare that all the information provided my knowledge. I am aware, as a subscriber for a construction of the Subscriber* Signature of the Subscriber* Date*: D D M M Y Y Y Y I,	Section 3 d in this Subscription Form for the digital signature certificate, the digital signature certificate signature certificate, the digital signature certificate signatu	Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,) Declaration e purpose of obtaining a digital of the same application and responsibilities are application. Authorisation nowledge by my signature, that scriber is responsible to transact	ertificate is true and correct to the best of icable under the IT Act, India and the	
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number Note*: Subscriber's signature should appear or I hereby declare that all the information provided my knowledge. I am aware, as a subscriber for a construction of the Subscriber* SafeScrypt CA's CPS https://www.safescrypt.co.	Section 3 If in this Subscription Form for the digital signature certificate, the digital signature certificate, the digital signature certificate, the digital signature certificate, the digital signature certificate. Place*: Section 4: ack ds. I fully understand that the Substiticate in case the employee lead	Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,) Declaration e purpose of obtaining a digital of the same application and responsibilities are application. Authorisation nowledge by my signature, that scriber is responsible to transact	ertificate is true and correct to the best of icable under the IT Act, India and the	

SafeScrypt CA Services brought to you by:

Annexure B: Signature Verification Letter

<To be printed on the letterhead of the EXPORT / IMPORT Organization>

Signature Verification Letter

TO SAFESCRYPT LIMITED

This is to Certify that	(Name of the		
Organization) with the Office at			
(Address of the Organization) is main	taining a bank account (A/c No.		
) with our Bank	(Bank Name) and		
operating that account in the normal	course of its business/activities.		
Mr is the authorized	signatory for the operation of the account.		
His signature as appearing below is duly attested (as per the records available with the bank).		
(Signature of the Authorized Signatory)	(Signature of the Branch Manager)		
Name:	Name:		
Dagianatian	Designation:		
Designation:	Phone No:		
Date:	(Bank Seal)		