

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
 - c. 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 LETTER OF EMPLOYMENT OR AUTHORITY LETTER IS **NOT** REQUIRED

NOTE

When we **infrom you**, 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: SafeScript <Request id number> <Email id > confirmed

Example: SafeScript 12345678 consumerid@safescrypt.com confirmed

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 maintaining 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: _____

Designation: _____

Designation: _____

Phone No: _____

Date: _____

(Bank Seal)