

SafeEXIM Digital Certificate Subscription Form

	Certificate Validity 1	Year 2 Years	
	Section 1: S	ubscriber Details	
Name*:			
Designation*:			* Self Attested Photo
Date of Birth*:	Y Y Y Gender*	: Male Fei	male
Organisation Name * :			
IEC Code* :		Branch C	ode*:
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* :			
Section 2: Identity Proof Details			
	Section 2: lue	ntity Proof Details	
Subscriber's Photo Identity Proof*	Section 2: luc	Organisation's Addres	s Proof*
Subscriber's Photo Identity Proof* Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number	Section 2: rue	-	ss Proof*
Identity Proof Name (Eg: Pan Card, DL, Passport,)		Organisation's Address Address Proof Name (Eg: Latest Telephone Bill,	ss Proof*
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number	r on the Photo ID Proof.	Organisation's Address Address Proof Name (Eg: Latest Telephone Bill,	ss Proof*
Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number	r on the Photo ID Proof. Section 3 ided in this Subscription Form for the radigital signature certificate, the dual	Organisation's Address Address Proof Name (Eg: Latest Telephone Bill, Sales Tax,) Declaration e purpose of obtaining a digital	certificate is true and correct to the best of
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SafeScrypt CA Services brought to you by:

DGFT Digital Signature

A. 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

B. The Technical:

Class: DGFT

Signature Algorithm: SHA256

Key Length: 2048 Bits

User: Individual with Organisation

Validity: 1 or 2 Year/s

C: Where it is used:

1. DGFT Portal

D: 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. Voter ID 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 (Business Registration Document Any one Document of the Relevant Category)
 - a. In case of Private Limited & Public Limited or any other form of companies under the Companies Act, India (Any 1)
 - i. Certificate of Incorporation (To be accompanied by form 18 if there is a change in address)
 - ii. Memorandum & Articles of Association
 - b. In Case of Partnership Deeds
 - i. Partnership Deed
 - c. In case of Proprietorship
 - i. Sales Tax or VAT or Service Tax Registration Certificate
 - ii. License under Shop & Establishment Act
 - iii. Income Tax Returns Filed for Last 2 Years
 - iv. Signature Verification Letter from Bank if any of the Above documents not available
 - d. In case of Societies
 - i. Certificate of Registration
 - ii. Memorandum of Association, Rules, Regulation, Byelaws

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

E. Attestation

All the Documents should be self attested by the applicant and Attested by the Director, Proprietor, Partner or Authorized Signatory of the Organisation with Stamp and Seal of the Organization