

Undertaking by Applicant for Digital Signature Certificate

Instructions: For Office Use

- Use Only Latest Application Form.
- Read the Instructions Carefully given in the Application Form.
- Use Only Latest Passport size Colored Photograph of Applicant and must be cross signed by applicant.
- Fill the Application Form in CAPITAL Letters & in English Language only.
- All Details given in application form must be filled in same handwriting and must be matched with supporting documents.
- Application form must be duly signed by applicant.
- Don't make any alteration in Application Form, if found, will lead to rejection.
- Attach the supporting documents as per list provided in application form only and should be valid as per instruction given in application form.
- Copy of supporting documents must be visible and readable.
- Supporting documents must be attested by **Gazetted Officer OR Bank Manager OR Post Master**. Documents attested by others shall not be accepted. **Else present the Originals to us for verification.**
- In case of PAN Based DSC, Provide Copy of Pan Card only. Print of online PAN data/ Details is not accepted.
- In Case of Organization Users, Authorization Letter must be on Organization's Original Letter Head with same Address provided in application form.
- Minimum Requirement for using Digital Signature is: Internet Explorer 7 or above with Windows 7 or Windows Vista or Windows 8. If you are using Windows XP / 2000 or any Old Windows, it must have Service Pack 3.

Terms & Conditions:

- In case of Any Misuse of Digital Signature we (RA,LRA)Company will not be responsible or liable.
- Submission of original Application form with required attested documents is mandatory.
- Minimum Processing Time to issue DSC would be 24 - 72 working hours (excluding Sundays, Public Holidays, and working hours of the day on which form is submitted).
- **All forms are subject to final acceptance / rejection by SafeScrypt (Sify) or Emudhra CA**
- Use your Digital Signature Certificate within 72 hours from issuance. After that we shall not be responsible for any type of mistake in DSC issuance.
- Issuance of DSC doesn't mean or provide any type of guarantee to get done / finish your work.

I have read and understood all the above instructions, terms and conditions and hereby agreed to abide.

(Signature of Applicant with Date and Place)

Undertaking for Assistance / Help to download & provide the Digital Signature Certificate

I _____ (**Applicant Name**) don't have technical knowledge to Download my Digital Signature Certificate, so I need help / assistance from Digital Signature Provider (Vendor) to download & provide my Digital Signature Certificate. Now I hereby requesting & giving my undertaking to DSC provider to Download & provide my Digital Signature Certificate to me through USB Storage Device.

(Signature of Applicant with Date and Place)

<To be printed on the Letterhead of the EXIM Organisation>

Safe EXIM Digital Certificate Application Form

Safe EXIM Serial Number: _____

Certificate Applicant Data (as entered on the Online Enrolment Form)

Name of the EXIM Organization: _____

IEC: _____ Branch Code (if applicable): _____

Postal Address of the EXIM Organization (as registered with DGFT):

State: _____ PIN Code: _____ Country: **India**

First Name of Certificate Applicant: _____

Last Name of Certificate Applicant: _____

E-mail ID of Certificate Applicant: _____

Residence Address of Certificate Applicant: _____

State: _____ PIN Code: _____ Country: **India**

I do hereby declare that the information furnished above is true to the best of my knowledge and belief, and that I have personally enrolled at SafeScript's designated website for a Safe EXIM Digital Certificate, for use with the DGFT online application, on behalf of my organization. I also confirm that I have read the Subscriber Agreement published on the online enrolment form and also at https://www.safescrypt.com/repository/agreements/Subscriber_Agmt-RCAI_Hierarchy.pdf

(Signature of the Certificate Applicant)

Date: _____

(Company Seal)

Full Name of Authorised Signatory: _____

Designation: _____

E-mail ID: _____

(Signature of Authorised Signatory)

Paste
Certificate
Applicants
Passport-size
Photograph
here

Signature Verification Form

-----<To be printed on the letterhead of the EXIM Organization>-----

Signature Verification Letter

TO SAFESCRIPT LTD

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 Authorised Signatory)

(Signature of the Branch Manager)

Name: _____

Name: _____

Designation: _____

Designation: _____

Phone No: _____

Date: _____

(Bank Seal)

Requirement

1. Two Id proof (Copy of Two of them)

Pan Card

Voter ID

Driving License

Passport and any one issued by government

2. One Address proof(Copy of one of them)

Voter ID

Driving License

Passport / Water / Electricity / Telephone / Credit Card/ Bank Statement and All documents

in the application name for address confirmation.(as proof of residence)

3. Latest photograph (Attested by Banker)

4. IEC Certificate

5. MOA

6. Application form should be print on Letter Head

Note :All Documents should be self attested and attest by bank manger

Foreign Trade made possible with Digital Signature Certificate.

Foreign Trade and Digital Signature Certificates

Export and Import Organizations (EXIM organizations) can apply for licenses online which means that they can also file accompanying documents electronically on the DGFT website. Since a Digital Signature Certificate ensures authenticity of the document, DGFT has mandated use of Digital Signature Certificates with all electronic documents uploaded on the DGFT site. This means that every EXIM Organisation needs to necessarily have a Digital Signature Certificate for transactions related to the DGFT website. On validating the identity of the sender, authenticity of the documents and validity of the DSC, DGFT then processes the documents for licence issuance. In addition to convenience, online submission of applications on the DGFT website also mean a 50% reduction in licence fee for EXIM Organisations.

Organisations can prevent fraudulent practices such as identity thefts by filing bills of entry using a Digital Signature Certificate. If an organisation is filing documents through Custom House Agents, it is important that all documents filed are accompanied by a DSC.

Documents required For DGFT Digital signature are as below –

→ Applicant photo, Application form Signed

→ Company Pan Card and Registration proof

→ IEC Certificate

→ Bank Verification Letter by bank for sify, for emudhra dsc not required

→ Applicant Pan Card and Address proof .

→ all docs self signed and stamp

➔ Send physical copy to our address below..

➔ **Signature Hub**

**Address: 270, Old Cannough Place, , Near Capri Trade Center,
Chakrata Road, Dehradun-248 001 (Uttarakhand)**

Mobile No.: +91-8791070061/8272024447/9927174944