

## SafeEXIM Digital Certificate Subscription Form

Certificate Validity  1 Year  2 Years  REQUEST ID :

## Section 1: Subscriber Details

Name*:	<input type="text"/>	<input type="checkbox"/>	
Designation*:	<input type="text"/>	<input type="checkbox"/>	
Date of Birth*:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender*:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Organisation Name *	<input type="text"/>		
IEC Code*:	<input type="text"/>	Branch Code*:	<input type="text"/>
Organisation Address* (As Per Branch Code)	<input type="text"/>		
Road/ Street/ Post Office *	<input type="text"/>		
Town/ City/ District*	<input type="text"/>		
State/ Union Territory *	<input type="text"/>		
Country*	<input type="text"/>	PIN Code*:	<input type="text"/>
Telephone Number* (with STD Code):	<input type="text"/>		
Mobile Number*	<input type="text"/>		
Email id*	<input type="text"/>		

\* Self Attested Photo

## Section 2: Identity Proof Details

Subscriber's Photo Identity Proof*		Organisation's Address Proof*	
Identity Proof Name ( Eg: Pan Card, DL, Passport, ...)	<input type="text"/>	Address Proof Name ( Eg: Latest Telephone Bill, Sales Tax, ...)	<input type="text"/>
Identity Proof Number	<input type="text"/>		

Note\*: Subscriber's signature should appear on the Photo ID Proof.

## Section 3: Declaration

I hereby declare that all the information provided in this Subscription Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the SafeScript CA's CPS <https://www.safescrypt.com/pdf/cps.pdf> .

Signature of the Subscriber\*

Date\*:    Place\*: 

## Section 4: Authorisation

I, \_\_\_\_\_ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature &amp; Organisation seal\*

## For office use only

Partner Name:  Date of Issuance:  City:

**Important Instruction**  
**DGFT (SafeExim) Digital Signature (Non Aadhaar eKYC based)**

The Controller of Certifying Authorities of India has specified Identity Verification Guidelines and has made the same Mandatory w.e.f. July 01 2015. In accordance with the guidelines the Applicant should comply with the following.

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

- Please fill the form in BLOCK LETTERS in English. Use only **Blue Ink**. All signatures including DSC applicant, attestation and authorization should be with blue-ink only.
- Subscriber has cross-signed the photograph extending to the Application Form.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, it should be validated by the bank where the Subscriber holds a bank account.
- In the case of applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service.
- Power of attorney is not allowed to sign on behalf of subscriber.
- Inconsistent/incomplete applications are liable to be rejected.
- Subscriber's Email ID in the application should be a valid and active, in order to issue the certificate.
- Mobile Number of DSC Subscriber is Mandatory.
- USB Token (FIPS 140-1/2 level validated Hardware Token) is required for generation of Signing Certificates.
- Proof of PAN is mandatory if PAN value is to be included in the Certificate (Required for Income Tax)

**Document for Indian Nationals**

**Document as proof of identity (Any one)**

- a) Valid Passport
- b) Valid Driving License
- c) PAN Card
- d) Valid Post Office ID card
- e) Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.
- f) Valid Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.
- g) Any Government issued valid photo ID card bearing the signatures of the individual.

**Attestation**

Attestation of supporting documents by RA or its Associates is no more allowed. Copy of supporting document should be attested by Authorised executive/Manager of the Bank or Post Master or Group 'A' or Group 'B' Gazetted officer after physical verification of original documents and with his Seal & Signature specifying his

**Name, designation, office address and contact number which should be clearly visible.**

**Group 'A' Gazetted officers include**

- a) All India services though posted to states
- b) Promotes from states to the cadre of Assistant commissioner and above
- c) Police officers (Circle Inspector and above)
- d) Additional District Civil surgeons
- e) Executive Engineers and above
- f) District Medical Officer and above
- g) Lt. Col and above
- h) Principals of Government Colleges and above
- i) Readers and above of Universities
- j) Patent Examiner etc.

**Group 'B' Gazetted officers include**

- a) Section Officer
- b) BDO (Block Development Officer)
- c) Tahsildar
- d) Junior Doctors in Government Hospitals
- e) Assistant Executive Engineer
- f) Lectures in Government colleges
- g) Headmaster of Government high schools
- h) 2nd Lieutenant to Major
- i) Magistrate etc.

**Document for Organization – All Documents to be Attested by Authorized Signatory with Stamp or Seal**

Type of Organization Document	Company	Partnership	Proprietorship	Others
IEC Certificate	√	√	√	√
Copy of Organization PAN Card / Proprietor PAN Card	√	√	√	√
Copy of Organizational Bank Statement ( Latest 2 Pages)	√	√	√	√
Copy of Incorporation / Registration Certificate of Organization / Business Registration Certificate (VAT ,ST, S &E)	√		√	√
Copy of Memorandum & Articles / Partnership deed / Bye Laws (First 2 Pages)	√	√		√
Copy of Last Audit Report & Annual Return (First 2 Pages)	√			√
Copy of Latest ITR With Computation		√	√	√
Copy of Employee ID / Payslip of Authorizing Person ( Who has authorized in Section -4 of the Form)	√			√
Copy of Resolution Empowering the Authorized Signatory *	√			√

**\*Note:**

Resolution not Required if Authorization Made by Directors / Partners of the Organization – Identity Proof of Such Person which contain their Signature Should be attached to the Form

**Sample Format of Resolution**

**Extracts of the meeting of the [Partners/Board of Directors/Governing Body] of [Name of the Organisation] held on [Date]**

“Resolved that Mr. [Name of the person being appointed for authorization], whose details, photo and signature given below, be and is hereby appointed to Authorize **[all or any or selected Persons of the Organisation as per list]** at [Name of Branch/Unit/Department] for obtaining Digital Signatures of [Class \_\_\_ with Organisation Name having Validity \_\_\_ years for Signing/Encryption/Both Signing & Encryption] on behalf of the Organisation.”

<b>Name of the person Appointed for Authorisation:</b> <b>Designation :</b> <b>Department:</b> <b>Employee Code:</b> <b>Employee ID Card No :</b> <b>Address:</b> <b>Signature:</b> <b>Contact No.</b> <b>Date:</b>	<b>Photo of the Person with seal of the Organisation</b>
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Certified true Copy  
For [Name of the Organisation]

Signature of the Partner/Director/Chairman/Secretary/Head of Department