

SafeEXIM Digital Certificate Subscription Form

Certificate Validity 1 Year 2 Years

Section 1: Subscriber Details

Applicant Details	Name of Subscriber*:																														
	Father's Name:																														
	Designation*:																														
	Date of Birth*:	<input type="text"/>	Gender*:	<input type="checkbox"/> Male	<input type="checkbox"/> Female																										
Organisation Details	Organisation Name *																					<div style="border: 1px solid black; padding: 10px; width: 150px; height: 100px; margin: 0 auto;">* Self Attested Photo</div> <p style="text-align: right; margin-top: 5px;">Signature </p>									
	IEC Code*											Branch Code* :			(Refer IEC Certificate for Branch Code)																
	Organisation Address* <small>(As Per Branch Code)</small>																														
	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

Attach self attested Identity & Address proof	Subscriber's Photo Identity Proof*		Organisation's Address Proof* (As Per Branch Code)		For other documents see overleaf
	Identity Proof Name <small>(Eg: Pan Card, DL, Passport, etc.)</small>	<input type="text"/>	Address Proof Name <small>(Eg: Sales Tax, Latest Telephone Bill, Electric Bill, Bank Statement, etc.)</small>	<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 on 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 applicable under the IT Act, India and the SafeScriptCA's CPS <https://www.safescrypt.com/pdf/cps.pdf> .

Signature of the Subscriber*

Date*:

Place*:

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.

Name of the Authorising person _____

Designation of the Authorising person _____

Signature & Organisation seal*

For office use only

Partner Name:

Date of Issuance:

City:

Note*: Safescrypt at its discretion, will make a telephone call to verify the details of this Subscriber.

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.

The Subscriber being an Indian National can opt for Aadhaar eKYC based service for issue of Digital Signature to experience a more Simplified procedure relating to documents requirements, mobile verification and physical verification. The Aadhaar eKYC based Digital Signature Form will be separately available. A Biometric device will be provided for verification.

- 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 the Subscription Application 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)
- For Class 3 Digital Certificate, a Video capture facility will be provided.

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 Organisation

	Type of Organisation Document	Company	Partnership	Proprietorship	Others
1.	Copy of Organizational / Proprietor ' PAN Card	Yes	Yes	Yes	Yes
2.	Copy of Organisation's Bank Statement (first 2 Pages)	Yes	Yes	Yes	Yes
3.	Copy of Incorporation / Registration Certificate of Organisation	Yes			Yes
4.	Trade Licence in case of Proprietorship or Sales Tax/ VAT Registration Certificate or Shop & Establishment Certificate.			Yes	
5.	Copy of Memorandum Articles / Partnership deed/ Bye Laws (First 2 pages)	Yes	Yes		Yes
6.	Copy of Last Audit Report and Annual Return (First 2 pages)	Yes			Yes
7.	Attested copy of last ITR with computation (First 2 pages)	Yes	Yes	Yes	Yes
8.	Copy of Resolution Empowering the Authorised Signatory	Yes			Yes
9.	Copy of Import Export Code (IEC Certificate)	Yes	Yes	Yes	Yes

Copies of Organisation Documents to be attested by the Authorising Person with seal

For Documents relating to Foreign National Refer Instructions and For Documents relating to Foreign Organisation similar documents as stated above shall be required:.

For Documents relating to Govt. Organisation, where the subscriber is a Govt. employee refer table below

Government Employee

Identity verification requirements are as mentioned below:

- Applicant's Valid identity card
- Forwarding Letter by the Head of Office.
- A letter/notification from Head of Department authorizing the Head of Office
- The attestation of documents may be carried out by Head of the Office/Gazetted Officer. The attestation should contain Signature, Seal, Name, Designation, Office address and contact number of the attestation Officer.
- For Class 3 certificate Head of Department should certify the physical verification of subscriber with his signature and seal mentioning his Name, designation, office address and contact number.

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."

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

For [Name of the Organisation]

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