

SafeEXIM Digital Certificate Subscription Form

Certificate Validity

1 year

2 years

Request Id

Section 1 : Subscriber Details

NAME:
(of applying individual)

Designation:

Date of Birth:

 Gender: Male Female

Organisation Name:

IEC Code:

 Branch Code:

Organisation Address:

(as per Branch Code)

Road/Street/Post Office:

Town/City/District:

State/Union Territory:

Country:

Postal Code:

Telephone Number (with STD Code):

Mobile Number: (unique to the dsc):

E-mail Id :(unique to the dsc):

Sign half across photo & half on form with **BLUE PEN**



- Use **blue-ink** only including signature
- Ensure the Name, Designation, Address and Contact number of the attesting officer is present in at least one of the attestation document

Section 2 : Identity Proof Details

Photo Identity Proof

Identity Proof Name

(e.g. PAN or Passport or Driving Licence of applying individual)

Identity Proof Number

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

Address Proof

Address Proof Name

(Organisation address 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 are applicable under the IT Act, India and the SafeScript CA CPS <https://www.safescrypt.com/pdf/cps.pdf> and also under the Section 71 of IT Act which 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.

Signature of the Subscriber (Applying Individual):

Use Blue Pen Only

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 of Authoriser with Organisation Stamp/Seal:

Use Blue Pen Only

-- FOR OFFICE USE ONLY --

Partner Name:

Sify RA:

Date of Issuance:

IMPORTANT INSTRUCTIONS FOR FILLING UP AND SUBMITTING THE FORM

This form is for DGFT Digital Signature for Indian/Foreign Organisation.

(For any other digital signature for, please visit our website <http://www.DigitalSignatureGallery.in>)

1. Take a printout of the above form. You can take either a black and white *OR* a colour printout.
2. At the top part, ignore the part for class, request id.
3. Fill the form with hand in **BLUE** pen only. Do not use of any other colour pen anywhere in the form.
4. Fill Section 1, Section 2, Section 3 and Section 4 only. Ignore 'Office Use' section.
5. Do not forget to mention mobile number and e-mail id in Section 1 as these will be verified.
6. Stick latest passport-size colour photo of applying individual at top right as indicated.
7. Applying Individual should sign in i) Section 3 and ii) Across the photo (half on photo and half on form). Again, use **BLUE** pen only for all signatures. Signature should match with the one recorded in PAN/Passport/Driving Licence/other photo id proof (pls see documentation below.)
8. Authorising individual should sign in Section 4 in **BLUE** pen with firm stamp/seal. In case of proprietorship firm, authorising individual will be the proprietor himself. In partnership/LLP/Pvt. Ltd. Company/Public Ltd. Company/others, the authorising individual will be a person other than the applying individual.
9. DO NOT overwrite. DO NOT cancel anywhere. DO NOT use white-ink. Overwriting/cancellation/use of white-ink will lead to rejection.
10. Submit hard copies of actually filled forms and actually signed documents. Scanned copies are NOT ACCEPTABLE. Printout of scanned copies are NOT ACCEPTABLE. Photocopies of signed/attested documents are NOT ACCEPTABLE.
11. Please pay as per applicable pricing on page 3 and using payment options shown on page 4.

DOCUMENTATION

Please click on the link below to go to the page showing the documents relevant to your type of organization:

[For documentation in case of proprietorship firm – please see page 5](#)

[For documentation in case of partnership firm – please see page 6](#)

[For documentation in case of LLP – please see page 7](#)

[For documentation in case of private limited/public limited company – please see page 8](#)

PRICING –Digital Signature for DGFT (Directorate General of Foreign Trade)

	Validity Period	Normal Processing [DSC will be ready after 1-2 working days after getting hard copy of form and documents and realizing payment]	Urgent Processing [DSC will be faster even same day, within few working hours, after getting hard copy of form and documents and realizing payment]
Pricing for digital signature with token (inclusive of taxes)	Two Years	Rs. 5,315/- (INR Five Thousand Three Hundred Fifteen Only) Retail Price Rs. 9,728/-	Rs. 6,285/- (INR Six Thousand Two Hundred Eighty Five Only) Retail Price Rs. 10,928/-
Token courier charges	Normal courier free in India; Speedy courier (e.g. Bluedart) at applicable charges		
For Foreign Individual and/or Organisation	Rs. 930/- (INR Nine Hundred Thirty Only) extra over the above mentioned charges		
Currency conversion and bank charges (if paying by foreign currency)	Additional Charges as applicable		
Courier charges to foreign country (e.g. DHL/FedEx)	Additional Charges as applicable		

Deductions (if applicable):

- If you already have a valid token, pricing will be Rs. 300/- (INR Three Hundred Only) less than what are mentioned above. But if you are not sure, we suggest going with token at prices as mentioned in above table.
- If digital signature is required for validity period of 1 year instead of 2 years, Rs. 400/- (INR Four Hundred Only) less have to be paid. Thus it is advisable to go for 2 year validity as mentioned in above table.

OFFICE ADDRESS:

You can hand-deliver forms and payment or send them by courier/speed-post to our address below:

Sparkpace Technology & Business Solutions,
407, Shradha Building,
4th Floor,
272 Samuel Street,
Masjid(West),
(Close to Railway Station),
Mumbai - 400003,
Maharashtra , India

Mention our contact nos. (+91) 961982928 and (+91) 022-23429298 on the envelope.

PAYMENT OPTIONS:

You can pay by NEFT/RTGS (net banking)/IMPS/cheque/Demand Draft (DD)/Pay Order (PO)/by cash at out office. Our bank details are as follows:

Payable To:	"Sparkspace Technology and Business Solutions"
Bank:	ICICI Bank, Fort branch, Mumbai
Current Account Number:	623505385587 (Total 12 digits)
IFSC Code:	ICIC0006235 (Total 11 characters; note the three zeroes; also note that the code begins with "ICIC" and not "ICICI")
MICR Code:	400229016 (Total 9 digits; note the double zero and double two)

You can deposit cheque in any ICICI bank branch. Please mention our account no. behind the cheque. Please do not deposit cash in our bank account. If you want to pay cash you can pay at our office.

IMPS Details (Fastest means of payment available 365 X 24 X 7): [Recommended if you want your dsc faster]

MMID: (7-digit Mobile Money Identifier)	9229763
Mobile No.:	9619829298

SWIFT Code (Applicable only for International Payments via wire transfer):

SWIFT code for our bank ICICI Bank Ltd., Mumbai: **ICICINBBCTS**

Please note that Field 71A in transfer form should always be mentioned as "OUR"

We accept transfer in currencies like USD, GBP, EUR, JPY, SGD, etc.

Please first contact us via email on [dsc\[at\]digitalsignaturegallery\[dot\]in](mailto:dsc@digitalsignaturegallery.in) to know the exact amount to be transferred and other relevant transfer details.

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Digital Signature Gallery™ Tel.: 09619829298 | 022-23429298 | E-mail: [dsc\[at\]DigitalSignatureGallery\[dot\]in](mailto:dsc@DigitalSignatureGallery[dot]in)

PROPRIETORSHIP FIRM DOCUMENTATION

If your organization is a proprietorship firm, submit photocopies of following documents along with form:

A. Proprietor's Personal PAN (Attested by Bank/Gazetted Officer/Postmaster + Attested by Proprietor)

Photocopy of Proprietor's PAN (OR Passport OR Driving Licence OR Post Office ID Card OR Bank Passbook with photo and signature)

Note: If digital signature is required for income tax purposes, PAN copy is mandatory.

- Above photocopy should have **BOTH** the following attestations in **BLUE pen** :
 - i. Attestation by any one of Bank Officer (from any bank – private or public or co-operative bank) **OR** Gazetted Officer **OR** Postmaster - showing name, designation and organization stamp. Also contact number of attesting officer should be mentioned (either landline number or mobile number.) **AND**
 - ii. Self-attestation by applying individual in addition to above attestation

Note: Attestation by Notary/CA/CS/Lawyer/Advocate/SEO/Nagar Sevak/SEM is NOT VALID.

- **If Proprietor is a foreign national or an Indian outside India**, his Passport (or PAN or Driving Licence carrying signature) can be attested by a foreign notary of that country or by embassy of that country. Additionally, self-attestation is also required. Use **BLUE** pen only.

B. Firm Documents (Only Self-Attested by Proprietor)

- 1) Photocopy of Any One of i) VAT/TIN certificate **OR** ii) Service Tax Certificate **OR** iii) Gumasta i.e. Shops and Establishment Certificate **AND**
- 2) Photocopy of Current account in name of firm not older than 2 months **AND**
- 3) Photocopy of Latest Income Tax Return (ITR) with computation of income/financial statement **OR** Self-Affidavit on firm letter-head mentioning reasons for not filing latest return ([click here to download format of self-affidavit if you have not filed latest tax return](#))

- Above should be attested only by proprietor in **BLUE pen** only with firm stamp/seal

[Go to Pricing Page](#)

PARTNERSHIP FIRM DOCUMENTATION

If your organization is a partnership firm, submit photocopies of following documents along with form:

A. Applying Individual's Personal Document (Attested by Bank/Gazetted Officer/Postmaster + Attestation by Applying Individual)

Applying Individual's PAN (OR Passport OR Driving Licence OR Post Office ID Card)

Note: If digital signature is required for income tax purposes, PAN copy is mandatory.

- Above photocopy should have **BOTH** the following attestations in **BLUE pen** :
 - i. Attestation by any one of Bank Officer (from any bank – private or public or co-operative bank) **OR** Gazetted Officer **OR** Postmaster - showing name, designation and organization stamp. Also contact number of attesting officer should be mentioned (either landline number or mobile number.) **AND**
 - ii. Self-attestation by applying individual in addition to above attestation

Note: Attestation by Notary/CA/CS/Lawyer/Advocate/SEO/Nagar Sevak/SEM is NOT VALID.

- **If Applying individual is a foreign national or an Indian outside India**, his PAN (or passport or Driving Licence carrying signature) can be attested by a foreign notary of that country or by embassy of that country. Additionally, self-attestation is also required. Use **BLUE pen** only.

B. Personal Document of Authorising Individual (i.e. another person who signs in Section 4 of form) (Only Attested by Authorising Individual)

PAN of Authorising Individual (i.e. another person who signs in Section 4, usually a partner but not the applicant himself) (OR Passport OR Driving Licence OR Post Office ID Card if PAN is not available.)

- Above should be only be attested only by Authorizing individual in **BLUE pen** only with firm stamp/seal.

C. Partnership Firm Documents (Only Attested by Applying Individual + Authorising Individual)

- 1) Photocopy of Partnership Firm PAN (if registered in India) **AND**
- 2) Photocopy of Partnership Deed (Max. of first 3 pages including list of partner) **AND**
- 3) Photocopy of Current account in name of firm not older than 2 months **AND**
- 4) Photocopy of Latest Income Tax Return (ITR) with computation of income/financial statement **OR** Self-Affidavit on firm letter-head mentioning reasons for not filing latest return ([click here to download format of self-affidavit if you have not filed latest tax return](#))

- All the firm documents above should be attested by i) Applying individual **AND** ii) Authorizing individual in **BLUE pen** only with firm stamp/seal.

[Go to Pricing Page](#)

LLP (LIMITED LIABILITY PARTNERSHIP) DOCUMENTATION

If your organization is a limited liability partnership (LLP), submit photocopies of following documents along with form:

A. Applying Individual's Personal Document (Attested by Bank/Gazetted Officer/Postmaster + Attested by Applying Individual)

Applying Individual's PAN (OR Passport OR Driving Licence OR Post Office ID Card)

Note: If digital signature is required for income tax purposes, PAN copy is mandatory.

- Above photocopy should have BOTH the following attestations in **BLUE pen** :
 - i. Attestation by any one of **Bank Officer** (from any bank – private or public or co-operative bank) **OR Gazetted Officer OR Postmaster** - showing name, designation and organization stamp. Also contact number of attesting officer should be mentioned (either landline number or mobile number.) **AND**
 - ii. Self-attestation by applying individual in addition to above attestation with LLP stamp/seal

Note: Attestation by Notary/CA/CS/Lawyer/Advocate/SEO/Nagar Sevak/SEM is NOT VALID.

- **If Applying individual is a foreign national or an Indian outside India**, his PAN (or passport or Driving Licence carrying signature) can be attested by a foreign notary of that country or by embassy of that country. Additionally, self-attestation is also required. Use **BLUE pen** only.

B. Personal Document of Authorising Individual (i.e. another person who signs in Section 4 of form) (Only Attested by Authorising Individual)

PAN of Authorising Individual (i.e. a person other than the applicant who signs in Section 4 and is empowered by a board resolution) (OR Passport OR Driving Licence OR Post Office ID Card - if PAN is not available.)

- This should be attested only by authorizing individual himself in **BLUE pen** only with LLP stamp/seal.

C. LLP Documents (Only Attested by Applying Individual + Authorising individual)

- 1) Photocopy of LLP PAN Card (if registered in India) **AND**
- 2) Photocopy of Certificate of Incorporation and Registration Certificate **AND**
- 3) Photocopy of LLP Agreement **AND**
- 4) Photocopy of Memorandum of Association / Rules/Bye-laws **AND**
- 5) Photocopy of Current Account in name of LLP (not older than past 2 months) **AND**
- 6) Photocopy of Latest Income Tax Return (ITR) of LLP along with financial statement **OR** Self-Affidavit on LLP letter-head mentioning reasons for not filing latest return ([click here to download format of self-affidavit if you have not filed latest tax return](#))

- All the LLP documents above should be attested by i) Applying individual **AND** ii) Authorizing individual in **BLUE pen** only with LLP stamp/seal.

D. Resolution

[Click here to Download Resolution Format](#). It can be submitted in original. Or if multiple dsc application forms are submitted, a copy of the original resolution attested by i) Applying individual **AND** ii) Authorizing individual in **BLUE pen** only with LLP stamp/seal can be submitted along with each application.

[Go to Pricing Page](#)

PRIVATE LIMITED OR PUBLIC LIMITED COMPANY DOCUMENTATION

If your organization is a private limited company or a public limited company, submit photocopies of following documents along with form:

A. Applying Individual's Personal Document (Attested by Bank/Gazetted Officer/Postmaster + Attested by Applying Individual)

Applying Individual's PAN (OR Passport OR Driving Licence OR Post Office ID Card)

Note: If digital signature is required for income tax purposes, PAN copy is mandatory.

- Above photocopy should have BOTH the following attestations in **BLUE pen** :
 - i. Attestation by any one of **Bank Officer** (from any bank – private or public or co-operative bank) **OR Gazetted Officer OR Postmaster** - showing name, designation and organization stamp. Also contact number of attesting officer should be mentioned (either landline number or mobile number.) **AND**
 - ii. Self-attestation by applying individual in addition to above attestation with company stamp/seal

Note: Attestation by Notary/CA/CS/Lawyer/Advocate/SEO/Nagar Sevak/SEM is NOT VALID.

- **If Applying individual is a foreign national or an Indian outside India**, his PAN (or passport or Driving Licence carrying signature) can be attested by a foreign notary of that country or by embassy of that country. Additionally, self-attestation is also required. Use **BLUE pen** only.

B. Personal Document of Authorising Individual (i.e. another person who signs in Section 4 of form) (Only Attested by Authorising Individual)

PAN of Authorising Individual (i.e. a person other than the applicant who signs in Section 4 and is empowered by a board resolution) (OR Passport OR Driving Licence OR Post Office ID Card - if PAN is not available.)

- This should be only be attested only by authorizing individual himself in **BLUE pen** only with company stamp/seal.

C. Company Documents (Only Attested by Applying Individual + Authorising individual)

- 1) Photocopy of Company PAN Card (if registered in India) **AND**
- 2) Photocopy of Certificate of Incorporation **AND**
- 3) Photocopy of Memorandum of Association **AND**
- 4) Photocopy of Articles of Association (ONLY first 2 pages after cover page) **AND**
- 5) Photocopy of Current account in name of firm (not older than past 2 months) **AND**
- 6) Photocopy of Latest income tax return of Firm **and** Latest Audit Report **OR** Self-Affidavit on company letter-head ([click here to download format of self-affidavit if you have not filed latest tax return](#))

- All the company documents above should be attested by i) Applying individual **AND** ii) Authorizing individual in **BLUE pen** only with company stamp/seal.

D. Board Resolution

[Click here to Download Resolution Format](#). It can be submitted in original. Or if dsc application forms for multiple people are submitted, a photocopy of the original resolution attested by i) Applying individual **AND** ii) Authorizing individual in **BLUE pen** only with company stamp/seal can be submitted along with each application.

[Go to Pricing Page](#)

NOTE:

- This form is for obtaining DGFT digital signature (as required over dgft.gov.in).
- Please confirm with the appropriate authority whether this digital signature is applicable for your specific purpose(s)
- If you need any other digital signature, please visit our website www.digitalsignaturegallery.in
- Service and Charges are for providing digital signature/token as ordered. It does not include guidance on usage of digital signature over any website or portal or software or application, nor does it include any other service/product (unless that is separately and additionally purchased).
- Form last updated on 10th December, 2015
- By downloading and/or submitting the form, you convey your acceptance to our [terms and conditions](#) and [privacy policy](#) mentioned on our website.