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Registration Form for Digital Certificate

Class 2 (n)Exim FOR ORGANIZATION

Customer Identification Number :

PLEASE TICK ANY ONE

Validity 2 Years



Validity 1 Year



INSTRUCTIONS:

- 1. Please fill the form in English only in legible format and IN BLUE INK ONLY.
- 2. OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
- 3. Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- 4. Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of -
- rejection. No request would be entertained with respect to rejected form after the rejection period.

(for office use only)

- 5. All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be clearly
- 6. FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

Applicant Name	APPLICANT TO SIGN ACROSS THE F	PHOTOGRAPH EXTENDED TO APPLICATION FO	TENTRAL OF THE PARTY OF THE PAR
Surname	First Name	Middlename	Affix recent passport size
Unique Email ID			photograph of the applicant
Unique Mobile No.			
	ease tick any one and nclose the copy of same		
Card License	ID Card photo &	Bank A/c. Passbook containing signed by applicant with attestation erned Bank Officer the attested copy of same.	Government issued photo ID card bearing the signature of the applicant
Company Name			
Company PAN		Department	
Office Address As per	As per supportting document submitted		
Area / Landmark	Town/Cit	y/District State	PINCODE
IEC Number		E	Branch Code

PLEASE NOTE:

"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.

DECLARATION:

- 1. In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
- 2. I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
- 3. I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :	Place :	Signature of Applicant with seal of Organization (Blue Ink Only)
Verified by (n)C	Code Office	For RA use only ALL DOCUMENTS, ADDRESS AND PHYSICAL PRESENCE VERIFIED BY
Seal & Signature	e	RA Name, Seal & Signature









Toll Free: 1800 - 233 - 1010

www.ncodesolutions.com



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Documents Required for Verification

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DOCUMENT REQUIRED FOR AN ORGANIZATION DSC APPLICATION 1 Attested copy of following documents INDIVIDUAL/ PROPRIETORSHIP FIRM Copy of Business Registration Copy of ITR accompanied by computation of Copy of statement of bank account income/financial statement Front side page-1) Certificate" (S&E / VAT / ST) (First and second page) PARTNERSHIP FIRM Copy of partnership deed (Max of first three pages Copy of PAN card Copy of statement of bank account (Front side page-1) including list of partners and authorised signatories) (First and second page) Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page) CORPORATE ENTITIES Copy of Company Pan Card (Front side page-1) Copy of article and memorandum Copy of statement of bank of association (First two page) account (First and second page) Copy of certificate of incorporation (page-1) The copy of audit report along with the annual return The authorized representatives for forwarding / certifying the application pertaining to last financial year (First and second page) form for DSC should be duly authorized by the resolution of board of directors LIMITED LIABILITY PARTNERSHIP Incorporation and Registration Certificate Memorandum of Association/ PAN Card of Copy of LLP LLP issued by authority such as Registrar agreement copy of rules/Bye laws Copy of Bank Copy of Income Tax Authority/Resolution for Authorization to Authorized Signatories for DSC Return of last year application/ forwarding/ attestation of organizational documents Statement Certified copy of organizational ID proof of authorized signatory NON-GOVERNMENT ORGANISATION /TRUST Incorporation and Registration Certificate PAN Card of Copy of Copy of rules and Bye issued by authority such as Registrar /sub-assurances NGO/Trust Trust Deed laws of NGO Copy of Bank Statement Copy of Income Tax Authority/Resolution for Authorization to Authorized Signatories for verified/attested by Banker Return of last year DSC application/ forwarding/ attestation of organizational documents Certified copy of organizational ID proof of authorised signatory IEC Cetificate (Online copy not allowed) Authorization Letter In case of office address is different from IEC copy please provide the address proof from. COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK) Gazette officer Bank Manager / Authorised executive of the Bank Post Master

(n)Code Offices

PAYMENT DETAILS

Corporate Office Ahmedabad: 079-4000 7300 • dscsales@ncode.in

Delhi 011-26452279/80 northsales@ncode.in Bangalore 080-25272525 southsales@ncode.in

Bank Name:

Mumbai 022-22048908

DD / Cheque No. :

mumbaisales@ncode.in

Surat 0261-2789944

suratsales@ncode.in

Amount :

Toll Free : 1800 - 233 - 1010

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Date:



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(n)Code Solutions



Customer Identification Number : ______ (for office use only)

Authorization Letter

Please Note: The authorized signatorie	s for applying Digital Signature Certificate should	be duly authorized by the resolution of board of
directors / Partners.		
To,		
(n)Code Solutions (A Division o	f GNFC Ltd.)	
This to certifiy that		
Mr. / Ms		(certificate applicant)
Mobile	has provided correct information in the applicat	ion form for issue of Digital Certificate to the best
of my knowledge and belief and is wo	rking with	(organization name). He / She is

DETAILS OF AUTHORISING PERSON					
Name					
Designation		Identity			
Date			Signature of Authorising Person (Blue Ink Only) (with seal of Organization)		
Place		[Sign :	1		

END OF FORM

(n)Code Offices

Corporate Office Ahmedabad: 079-4000 7300 • dscsales@ncode.in

Delhi 011-26452279/80 northsales@ncode.in

080-25272525 southsales@ncode.in

Bangalore

hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

Mumbai

022-22048908 mumbaisales@ncode.in Surat

0261-2789944 suratsales@ncode.in

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Toll Free: 1800 - 233 - 1010

www.ncodesolutions.com





Please follow 2nd page of the form or below details for required documents to take **DGFT Digital Signature Certificate** (**USE BLUE INK ONLY**)

Documents Required for Proprietorship:

- # The completed and signed application form. Form is attached herewith.
- # One Passport size Photo of the applicant, duly pasted and signed across on the form.
- # Self Attested Copy of PAN Card.
- # Latest Telephone / Electricity Bill / Voter's ID card / Driving License/ Passport for address proof.
- # Trade License of your company.
- # Last IT Return Copy.
- # Latest Bank Statement.
- # Authorization letter with Sign and Company Stamp.(3rd page of form)
- # IEC Certificate (Online copy not allowed)

All documents to be self attested and also attested by Gazetted officer or Bank Manager.

Documents Required for Partnership Firm:

- # The completed and signed application form. Form is attached herewith.
- # One Passport size Photo of the applicant, duly pasted and signed across on the form.
- # Self Attested Copy of **PAN Card**.
- # Latest Telephone / Electricity Bill / Voter's ID card / Driving License/ Passport for address proof.
- # Company PAN card copy.
- # Copy of Partnership Deed.
- # Latest Bank Statement.
- # Copy of ITR (First and Second page)
- # Authorization letter with Sign and Company Stamp.(3rd page of form) (Applicant should authorize by another partner)
- # IEC Certificate (Online copy not allowed)

All documents to be self attested and also attested by Gazetted officer or Bank Manager.

Documents Required for Ltd. / Pvt. Ltd. Company:

- # The completed and signed application form. Form is attached herewith.
- # One Passport size Photo of the applicant, duly pasted and signed across on the form.
- # Self Attested Copy of PAN Card.
- # Latest Telephone / Electricity Bill / Voter's ID card / Driving License/ Passport for address proof.

- # Company PAN card copy.
- # Copy of Article and Memorandum.
- # Latest Bank Statement.
- # Copy of Certificate of Incorporation
- # Copy of Audit Report
- # Copy of ITR (First and Second page)
- # Authorization letter with Sign and Company Stamp.(3rd page of form)(Applicant should authorize by another director) # IEC Certificate (Online copy not allowed)
- # Authorizing Authority should be authorized by the resolution of board of director on Org. Letter pad.

All documents to be self attested and also attested by Gazetted officer or Bank Manager.

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You can scan and send the documents for prior-verification to **dsc@netfrendz.com** / **dsc@digitalsignatureindia.co.in**

You can deposit / send the cheque or transfer funds via NEFT as per following ICICI bank a/c:

Mode of Payment:

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* A/C NAME: **NETFRENDZ**

ICICI BANK CURRENT A/C NO.: 090105500084

IFSC Code: **ICIC0000901**Branch: **GOLPARK**, Kolkata

[PLEASE ADD Rs. 150/- EXTRA FOR CASH DEPOSIT TOWARDS BANK CHARGES]

Please confirm the payment information once deposited / transferred.

Please feel free to **Contact Us** for any further query / clarification reg the above.

www.digitalsignatureindia.co.in / www.netfrendz.com

Corp. Office: 4/3, Poddar Nagar, Ground floor, Near South City Mall, Kolkata – 700068

See location at: https://goo.gl/maps/pFnv7fVNdo62

Regd. Off.: 32, Ezra Street, Room No. 262, 2nd floor, North Block, Kolkata – 700 001, West Bengal, India Tele.: 9830037282 / 7890037000 | Email: info@netfrendz.com | Website: www.NetFrendz.com