

APPLICATION FOR DIGITAL SIGNATURE CERTIFICATE - FOR ORGANISATION



FOR DGFT APPLICATION USAGE

Application ID Number (For office use only):

Instructions:

1. Please fill the form in BLOCK LETTERS and (*) MARKED Fields are Mandatory.
2. Any discrepancy or inconsistency in the form will lead to delay and / or rejection.
3. Attestation of documents by any: Gazetted Officer OR Bank Manager OR Company Secretary / Director OR / Post master OR present originals to our Registration Authority for verification & attestation.
4. All subscribers are advised to read Certification Practice Statement of eMudhra and subscriber agreement available at www.e-mudhra.com
5. At per Cheque / Demand Draft to be drawn in favour of **emudhra Consumer Services Ltd.(payable at Bangalore)**
6. Applicants for Class III shall present themselves at the RA location where the registration form for Digital Signature Certificate was sent, for verification of physical presence.
7. DGFT (Directorate General for Foreign Trade) users shall use this application form for applying eMudhra Digital Signature Certificate

Affix
recent passport
photograph of the
applicant duly
signed across

1A. CERTIFICATE CLASS*

☒ Class 3 Platinum Organisation

1B. CERTIFICATE TYPE*

☒ Signature

1C. CERTIFICATE VALIDITY*

☐ 1 Year☐ 2 Years

1D. USB TOKEN*

☐ Required☐ Not Required

APPLICANT DETAILS* (As per applicant's valid ID Proof at Sl. No. 6 below)

2. Name:* Mr./Ms./Dr.

F I R S T N A M E M I D D L E N A M E L A S T N A M E

3. Father's / Husband's Name

F I R S T N A M E M I D D L E N A M E L A S T N A M E

4. Date of Birth:*

D D M M Y Y Y Y

5. Gender:*

☐ Male☐ Female

6. Nationality

I N D I A N

7. Valid Identity Documents : *

☐ Passport☐ Copy of Driving License☐ PAN card☐ Post Office ID Card☐ Copy of Bank Account Passbook containing the Photograph and signed by an individual with attestation by the concerned Bank official☐ Photo ID Card issued by the Ministry of Home Affairs of Centre/State Government☐ Any Government issued photo ID Card bearing the signatures of the individual

(Please tick any one and fill the ID number and attach attested (**) copy of ID proof)

ID Proof Number:

IEC Details of the Organisation

8a. IEC Code

8b. Branch Code

ORGANISATION DETAILS* (As Registered with DGFT and as per IEC Certificate)

9. Office address: * (Door No., Name of the premises, Road, Area, City, State and Pin Code needs to be filled)

Designation

Registration Number

Date of Incorporation

Department

Website of Organization

Organisation Name

Address :

Pincode

City

State

Telephone No. (e.g. +91-80-23333333)

Mobile No. (e.g. + 91-9999999999)

Fax No. (e.g. +91-80-23333333)

10. E-Mail ID:* (Valid and active E-mail ID to be included in the Digital Signature Certificate)

11. PAN Number of the Organisation:*

PAYMENT DETAILS*

12. Mode of Payment *

☐

Online/Net Banking

☐

NEFT

☐

At Par Cheque / DD

Online Payment Details

Transaction/Reference No.

Bank Name

Account Type

Amount Rs.

Date

Cheque/DD Payment Details

Cheque /DD No.

Bank & Branch Name

Account Type

Amount Rs.

Date

DECLARATION

I hereby agree that I have read and understood the provisions of e-Mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in e-Mudhra repository. I hereby consent to revoke my Digital Signature Certificate, if physical copy of the Digital Signature Certificate Application along with the supporting documents are not received by eMudhra CA within 15 days of issuance of Digital Signature Certificate.

Place :

Signature of the Applicant

Date :

Name of the Applicant :

Office Seal and Stamp

CHECK LIST OF ORGANISATION DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION*

- a. Attested copy of Any one as per S.No.7 (attested by Gazetted Officer or Bank Manager or Post Master)
- b. True copy of any one (attested by Company Secretary OR Director OR Partner of the Organisation or Gazetted Officer or Bank Manager or Post Master as applicable)
- ☐ Certificate of Incorporation ☐ Memorandum of Association ☐ Regd. Partnership Deed ☐ Valid Business License
- c. True copy of any one (attested by Company Secretary OR Director OR Partner of the Organisation as applicable)
- ☐ Annual Report ☐ Latest Income Tax Return ☐ Latest Organisation Bank details from the Bank ☐ Statement of Income issued by Chartered Accountant
- d. ☐ Attested Copy of the Organisation PAN Card
- e. ☐ Authorization letter in favour of the certificate applicant from the Organisation as per format below
- f. ☐ Attested IEC Certificate copy
- g. ☐ List of Partners / Members / Directors with their complete name and address

TO BE FILLED BY RA OFFICE ONLY*

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

RA Name :

Signature :

Place :

Date :

RA Seal & Stamp

AUTHORISATION LETTER FORMAT*

(This Authorisation Letter is required on the Organisation's letterhead)

To,
 e-Mudhra Consumer Service Limited,
 3rd Floor, Sai Arcade, 56 Outer Ring Road,
 Deverabeesanahalli, Opp Intel, Bangalore 560103
 Phone : +91 80 4336 0000

Date :

D	D	M	M	Y	Y	Y	Y
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Dear Sir,

Sub : Authorisation letter for obtaining Digital Signature Certificate for DGFT use.

This is certify that Mr./Mrs./Miss. _____ (Certificate applicant) has provided correct information in the 'Application form for issue of Digital Signature Certificate' to the best of my knowledge and belief vide application form dated . I hereby authorize him/her, on behalf of our Organisation to apply for obtaining eMudhra Class 3 Platinum organisation Certificate for use in DGFT application on behalf of our Organisation.

Details of Executive Authorizing the Applicants :

Signature :

Name :

Designation :

Department :

Office Seal and Stamp :

CONTACT DETAILS

eMudhra Consumer Services Limited, D.No.2 / 30 A, 1st Floor, Natesa Pandaram Colony, Cherry Road, Landmark: Opp to Post Office, Salem - 636 007. Tamil Nadu
 Phone : +91 80 4336 0000 Fax : +91 80 4227 5306 Email : info@e-Mudhra.com Website: www.e-Mudhra.com