

Digital Signature Application Form - DGFT



Fill using BLUE ink in Block letters

| | |
|--------------|------------------------------------|
| Class | <input type="checkbox"/> DGFT |
| Type | <input type="checkbox"/> Signature |

| Validity | | |
|---------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> 1 Year | <input type="checkbox"/> 2 Years | <input type="checkbox"/> 3 Years |

| Application ID |
|----------------|
| _____ |

Applicant Information

Name: _____

Applicant's PAN: _____ **Mobile:** _____

Date Of Birth: ____ / ____ / ____ **Gender:** _____

Organisation Name: _____

Organisation Dept: _____ **Organisation PAN:** _____

IEC Code: _____ **Branch Code:** _____

Address: _____

City: _____ **State:** _____ **Pincode:** _____

Email ID: _____



Company Type:

Company LLP

Partnership Proprietorship

AOP / BOI NGO / Trust

Document Section

All supporting documents should be attested by Authorised Signatory of the organisation. Any other Govt. ID card submitted as ID proof should be attested by Bank Manager / Gazetted Officer.

| Document Name | Company | Partnership | Proprietorship | AOP/BOI | LLP | NGO/Trust |
|--|---------|-------------|----------------|---------|-----|-----------|
| Organisational ID card / Payroll entry / Slip details / Letter from organisation | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Company PAN Card | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ |
| Copy of statement of bank account (First and second page) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Incorporation / Registration Certificate | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| Copy of AOA & MOA / Rules / Bye Laws (First 2 Pages) | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| The copy of audit report along with the annual return pertaining to last financial year (First and second page) / Self Affidavit with reason, if not available | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page) | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Partnership deed / Copy of LLP agreement / Copy of Trust Deed (Max of first three pages including list of partners and authorised signatories) | ✗ | ✓ | ✗ | ✗ | ✓ | ✓ |
| Copy of Business Registration Certificate (S&E / VAT / ST / GST) | ✗ | ✗ | ✓ | ✗ | ✗ | ✗ |
| Proof of Authorised Signatory (Board Resolution) | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| Authorised Signatory organizational ID Card | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| Copy of IEC Certificate | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of PAN Card of Applicant, if PAN provided | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Information for GST Invoice

Same as Above GSTIN: _____

Billing Name: _____

Billing Address: _____

_____ State: _____

Declaration by Applicant

- I have read, understood & agree to the terms & conditions mentioned in the VSign CPS & the subscriber agreement.
- I confirm that the information provided by me in the digital signature application form is correct. I am aware that Section 71 of the 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.

Date: _____

Place: _____

Applicant's Signature

RA Declaration

I declare that the information entered on VSign portal is as per the application form and documents submitted by the subscriber.

Date: _____

RA Code: _____

Registration Authority Signature & Seal

Authorisation Letter

I hereby authorise _____ (applicant name) to apply for "VSign Digital Signature Certificate" on behalf of our organisation. I certify the physical verification of the applicant and confirm that the information submitted by him/her is correct to the best of my knowledge.

Name of Authorising Person: _____

Designation: _____

ID Card: _____

Signature & Seal of Authorised Person