

**DIGITAL CERTIFICATE FOR ORGANISATION - APPLICATION FORM**



**FOR DGFT APPLICATION USAGE**

**PLEASE FILL IN BLOCK LETTERS ONLY**

**Application ID (For Office Use Only)**

Signature

**CLASS**

**TYPE**

**VALIDITY**

DGFT

Signature

1 Year

2 Years

Affix recent passport size photograph of the applicant duly signed across

**USB TOKEN**

Required

Not Required

**Applicant Details**

Name Mr./Ms./Dr.  L A S T N A M E  F I R S T N A M E  M I D D L E N A M E

Date of Birth  D D M M Y Y Y Y Gender  Male  Female Nationality

**IEC DETAILS OF THE ORGANISATION**

IEC Code

Branch Code

**ORGANISATION DETAILS**

Organisation Details  Corporate Office  Head Office  Registered Office  Branch Office

Organisation Name

Department

Registration Number

Date of Incorporation/Proprietorship Commencement/Partnership Agreement  D D M M Y Y Y Y

**Address**

City  State  Pin code

Telephone  Mobile  Fax No

PAN of Organisation

**IDENTIFICATION DETAILS**

Email ID

PAN of the Applicant

**Valid Identity Documents (Any one of below)**

Passport

Driving License

PAN Card

Post Office ID Card

Aadhaar Card

Bank Account Passbook\*

Government ID Card

ID Number \_\_\_\_\_

**UNDER CHECKLIST OF ORGANISATION DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION**

a.  ID proof of the applicant

b. True copy any one of the below documents

Certificate of Incorporation  Memorandum of Association  Regd. Partnership deed  Valid Business License

Annual Report  Latest Income Tax Return  Latest Organisation Bank Details from the Bank

Statement of Income issued by Chartered Accountant

c.  Attested copy of Organisation PAN card

d.  Authorisation letter in favour of the Certificate Applicant from the Organisation as per the format overleaf

e.  List of Partners/Members/Directors with their complete Name and Addresses

### 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.

Date

Place

Seal & Stamp (If any)

Signature of the applicant

### 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.

Date

Place

RA Name, Code & Seal

Signature of RA

### Payment Details (Optional)

Mode of Payment  Online Transfer  At-par Cheque / Demand Draft

Online Transfer Details

Cheque / DD Details

Transaction / Ref No \_\_\_\_\_

Cheque/DD No \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank & Branch Name \_\_\_\_\_

Account Type \_\_\_\_\_

Account Type \_\_\_\_\_

Amount (₹) \_\_\_\_\_

Amount (₹) \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

### AUTHORISATION LETTER FORMAT

To,

Date:

eMudhra Consumer Services Limited  
3rd Floor, Sai Arcade, 56 Outer Ring Road  
Deverabeesanahalli, Opp Intel  
Bangalore 560103  
Phone: +91 80 4336 0000

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 Authorising the applicants:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Employee Code: \_\_\_\_\_

Department: \_\_\_\_\_ Office Seal and Stamp

### Instructions

#### General

- DGFT(Directorate General for Foregin Trade) users shall use this application form for applying eMudhra Digital Signature Certificate
- Inconsistent/incomplete applications are liable to be rejected.
- All subscribers are advised to read Certification Practice Statement and Subscriber agreement eMudhra available at www.e-mudhra.com.

#### Class of Certificate

- For Class III Digital Signatures "In Person Verification" of the applicant is mandatory.

#### Email ID

- Email ID in the application should be a valid and active email ID belonging to Applicant, in order to issue the certificate.

#### Document Proof

- Bank Account Passbook should be containing the Photograph and signed by an individual with attestation by the concerned Bank official.
- Bank Statement, the date of last transaction should not be older than 3 months.
- All Address proof documents should have the complete address for the purpose of accepting the same as proof.
- Attestation of documents by any: Gazetted Officer OR Bank Manager OR Company Secretary OR Post Master OR present originals to our Registration Authority for verification & attestation.

#### Payment Details

- At Par Cheque / Demand Draft to be drawn in favour of **YOUR DIGISIGN**

### Contact Details

To,  
e-mudhra Consumer Services Ltd  
3<sup>rd</sup> Floor, Sai Arcade, 56, Outer ring road  
Deverabeesanahalli, Opp Intel, Bangalore 560103  
Phone - +91 8043360000

Date -

Dear Sir,  
Sub – Authorisation letter for obtaining Digital Signature Certificate  
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 organization to apply for obtaining e mudhra Class 3  
Platinum organisation Certificate for use in tendering application on behalf of our organization.

Details of Executive Authorizing the Applicants:

Signature :

Name :

Designation :

Department :

Office Seal and Stamp :