

DGFT Digital Signature

A. Brief:

DGFT Signatures are used to apply license and digitally sign your licenses on the DGFT portal. This signatures is exclusively for the organizations having valid IEC code

B. The Technical:

Class: DGFT

Signature Algorithm: SHA256

Key Length: 2048 Bits

User: Individual with Organisation

Validity: 1 or 2 Year/s

C: Where it is used:

1. DGFT Portal

D: Documents required:

1. Application Form (Duly Signed)
2. Recent Passport Size Photo Graph (Pasted on the Application Form and signed across the photo)
3. Identity Proof : (Any one of the Following)
 - a. PAN Card
 - b. Driving License
 - c. Passport
 - d. Voter ID Card
 - e. Aadhar Card
 - f. Banker Passbook attested by the Banker
 - g. Photo ID Issued by central or State Government
4. Address Proof : ((Any one of the Following)
 - a. Passport
 - b. Driving License
 - c. Latest Utility Bills ((Telephone/Electricity/LIC/ Water) Not older than 2 months

- d. Ration Card
 - e. Voter ID Card
 - f. Bank Passbook attested by the banker
 - g. Service Tax or VAT registration Certificate
5. Proof of Right to do Business (Business Registration Document – Any one Document of the Relevant Category)
- a. In case of Private Limited & Public Limited or any other form of companies under the Companies Act, India (Any 1)
 - i. Certificate of Incorporation (To be accompanied by form 18 if there is a change in address)
 - ii. Memorandum & Articles of Association
 - b. In Case of Partnership Deeds
 - i. Partnership Deed
 - c. In case of Proprietorship
 - i. Sales Tax or VAT or Service Tax Registration Certificate
 - ii. License under Shop & Establishment Act
 - iii. Income Tax Returns Filed for Last 2 Years
 - iv. Signature Verification Letter from Bank if any of the Above documents not available
 - d. In case of Societies
 - i. Certificate of Registration
 - ii. Memorandum of Association , Rules , Regulation, Byelaws

Note: Authorization or Letter or employment is not required in case applicant himself is a Partner, Director or Proprietor or Authorized Signatory.

In Case of employee of any organization applying for DGFT Certificate then the Director or Partner or Proprietor or Authorized Signatory has to Sign with Stamp on "Section – 4 Authorization" of the application Form. SEPARATE LETTER OF EMPLOYMENT OR AUTHORITY LETTER IS **NOT** REQUIRED

E. Attestation

All the Documents should be self attested by the applicant and Attested by the Director, Proprietor, Partner or Authorized Signatory of the Organisation with Stamp and Seal of the Organization