

Undertaking by Applicant for Digital Signature Certificate

Instructions:

For Office Use

Application ID (S) :

Application ID (E) :

- Use Only Latest Application Form.
- Read the Instructions Carefully on <http://www.e-mudhra.com/instruction.html>
- Fill the Application Form in CAPITAL Letters & in English Language only.
- All Details given in application form must be filled in same handwriting and must be matched with supporting documents.
- Application form must be duly signed by applicant.
- Don't make any alteration in Application Form, if found, will lead to rejection.
- Attach the supporting documents as per list provided in application form only and should be valid as per instruction given in application form.
- Copy of supporting documents must be visible and readable.
- Supporting documents must be attested by **Gazetted Officer OR Bank Manager OR Post Master**. Documents attested by others shall not be accepted. **OR Show Originals to us for Verification and Attestation.**
- In case of PAN Based DSC, Provide Copy of Pan Card only. Print of online PAN data/ Details is not accepted.
- In Case of Organization Users, Authorization Letter must be on Organization's Original Letter Head with same Address provided in application form.
- Minimum Requirement for using Digital Signature is: Internet Explorer 7 or above with Windows 7 or Windows Vista or Windows 8. If you are using Windows XP / 2000 or any Old Windows, it must have Service Pack 3.

Terms & Conditions:

- Submission of original Application form with required attested documents is mandatory.
- Payment must be in favor of "**e-Solutions**" and mandatory to pay at the time of submission of Application Form.
- We will start the Processing of DSC after realization of payment.
- Minimum Processing Time to issue DSC would be 24 - 72 working hours (excluding Sundays, Public Holidays, and working hours of the day on which form is submitted).
- **All forms are subject to final acceptance / rejection by e-Mudhra Consumer Services Ltd.**
- If Application form is rejected by e-Mudhra, The rejected forms would remain with e-Mudhra and Applicant need to submit a fresh Application form with all required attested document again within 24 hours. If applicant fails to submit within 24 Hours to us, No Refund would be entertain. If Applicant reacts after 24 Hour, Applicant need to submit Fee and Form again.
- Use your Digital Signature Certificate within 72 hours from issuance. After that we shall not be responsible for any type of mistake in DSC issuance.
- Issuance of DSC doesn't mean or provide any type of guarantee to get done / finish your work.

I have read and understood all the above instructions, terms and conditions and hereby agreed to abide.

(Signature of Applicant with Date and Place)

Undertaking for Assistance / Help to download & provide the Digital Signature Certificate

I _____ (**Applicant Name**) don't have technical knowledge to Download my Digital Signature Certificate, so I need help / assistance from Digital Signature Provider (Vendor) to download & provide my Digital Signature Certificate. Now I hereby requesting & giving my undertaking to DSC provider to Download & provide my Digital Signature Certificate to me in USB Device.

I also undertake that if I try to download DSC without guidance of Vendor and mis download the same, I will be responsible for the loss of DSC.

(Signature of Applicant with Date and Place)

APPLICATION FORM - SIGNATURE CERTIFICATE FOR DGFT (EXPORT / IMPORT)



Application ID: Signature

(For Office Use Only)

PLEASE FILL IN BLOCK LETTERS ONLY. ALL FIELDS ARE MANDATORY

More Instructions available at: <http://www.e-mudhra.com/instruction.html>

APPLICANT INFORMATION

LASTNAME		FIRST NAME		MIDDLE NAME		NAME	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Date of Birth	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	<input type="text"/>		
Organisation Name	<input type="text"/>						
Department	<input type="text"/>						
Address	<input type="text"/>						
<input type="text"/>							
<input type="text"/>							
City	<input type="text"/>				Pin code	<input type="text"/>	
State	<input type="text"/>				Branch Code	<input type="text"/>	
Telephone	<input type="text"/>			Mobile	<input type="text"/>		
PAN of Applicant	<input type="text"/>			AADHAAR	<input type="text"/>		
PAN of Organisation	<input type="text"/>			IEC Code	<input type="text"/>		
Email ID	<input type="text"/>						

Affix recent passport size photograph of the applicant **duly signed across**

CLASS:

DGFT

TYPE:

Signature

VALIDITY:

1 Year 2 Years

USB TOKEN:

Required Not Required

DOCUMENT PROOF (attested by Bank Manager OR Post Master OR Gazetted Officer OR eMudhra RA OR Company Secretary against producing the originals)

Proof of Identity (Any one of below)*

- Passport.
- PAN Card of applicant.
- Driving License.
- Government ID Card.
- Post Office ID Card.
- Bank Account Passbook (Having Bank's Sign/Seal, not older than 3 months).

ID Number

*****(All Proof of identity should have Photo and applicant's sign as part of that document).**

*****(All the Proof of Existence can also be attested by Director/ Partner of the organization).**

Proof of Existence (Any one of below)*

- Certificate of Incorporation.
- Memorandum of Association.
- Annual Report.
- Latest Income Tax Return.
- Regd. Partnership deed.
- Valid Business License.
- Statement of Income issued by Chartered Accountant.
- Latest Organisation Bank Details From the Bank.

Proof of Organization*

- PAN card of Organization

Other documents (All the below)*

- List of Directors / Members / Partners with their complete name and addresses on Letter Head.
- Authorization letter by Authorized Signatory authorizing the applicant to apply on the Organization name.

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 form is true & correct to the best of my knowledge. I accept publishing my certificate information in e-Mudhra repository. I am aware of risks associated in case of Class 1 Certificate, when storing the private key on a device other than a FIPS 140-1/2 validated cryptographic module.

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. In case of supporting documents attested by me, I confirm that I have attested after verifying the original copy of each of them. In case of Class 3, I hereby confirm the completion of Physical Verification of applicant by me.

Date

Place

RA Name, Code & Seal

Signature of RA

AUTHORISATION LETTER

To,

Date:

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

Sub: **Authorisation letter for obtaining DGFT Certificate.**

Dear Sir,

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. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class DGFT Certificate issued by e-Mudhra.

Details of Executive Authorising the applicants:

Name:

Employee Code:

Signature:

Designation:

Department:

Office Seal and Stamp