



## Safescrypt Digital Signature Certificate (DSC) Application Checklist - DGFT

Particulars Required		Checklist															
1	<b>Certificate Application Form with Applicant Details</b> <ol style="list-style-type: none"> <li>Photo - Sign across Photo &amp; Form</li> <li>Sign on Form and Documents Attached With Blue Ink Only</li> <li>Valid Unique e-Mail Address and Mobile Number entered.</li> <li>IEC entered (Mandatory for Class DGFT DSC) - IEC COPY Attached – Kindly Follow Point No.2</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>															
2	<b>Proof of Certificate Applicant: Attestation Required by:</b> Self-Attested AND BY Banker OR Authorised executive of the Bank / Gazetted Officer / Post Master *** The Attesting Officer who is attesting Must Specify His Name , And Mobile Number																
	<b>A. Photo ID Proof (ANY ONE* from below List)</b> <ul style="list-style-type: none"> <li>PAN Card (*Mandatory for Class II Individual DSC)</li> <li>Passport / Driving License / Voter ID / Aadhar Card / Post Office ID card / Bank Passbook Bearing Applicant Photo Is Self-Attested and Attested By the Bank Officials.</li> </ul>	<input type="checkbox"/>															
	<b>B. Address Proof :</b> <b>ANY ONE from Below List</b> <ul style="list-style-type: none"> <li>Passport / Driving License / Voters ID card / Aadhar Card</li> <li>Bank Statement attested by the bank – within last 3 months</li> <li>Water / Gas / Electricity / Mobile / Telephone Bill – within last 3 months</li> <li>Service Tax/VAT Tax/Sales Tax registration certificate</li> </ul>	<input type="checkbox"/>															
<b>Note: Only for Organisation based DSC, a single document (only from the list above) may be considered, if it contains both Photo &amp; Address of the applicant. – Passport Only with both Photo &amp; Address Pages.</b>																	
<b>Additional Documents for Organisation based DSCs</b>																	
3	<b>Proof of Right (PoR) to do Business documents [Attested by Authorised Signatory with official seal And As Mentioned Below ]</b>																
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- Submit above documents with cheque issued in favour of
  - "N. K. Poddar e-Comm IT"
  - "We-Comm IT" (Only Delhi Customers)
- Delivery shall be made only on clearance of the cheque. Draft / Cash is also accepted.

Thanks & Regards,  
Bharat Poddar  
Partner & Business Head  
N. K. Poddar e-Comm IT



**Signature Verification Letter**

TO SAFESCRYPT LIMITED

This is to Certify that .....  
..... (Name of the Organisation)  
with its Office at .....  
..... (Address of  
the Organisation) is maintaining a bank account (A/c No. ....)  
with our Bank ..... (Bank Name) and operating that  
account in the normal course of its business/activities. Mr/Ms.....  
..... is the authorized signatory for the operation of the  
account. His/Her signature as appearing below is duly attested (as per the records  
available with the bank).

(Signature of the Authorised Signatory)

(Signature of the Branch Manager)

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

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

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Phone No: \_\_\_\_\_

Date: \_\_\_\_\_

(Bank Seal)