

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
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 (Compulsory if required for Income Tax Fling)
 - b. Passport
 - c. Driving License
 - d. Photo ID Issued by Central /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
 - f. Bank Account Statement (Not Older than 2 Months)
 - g. Service Tax/ VAT registration Certificate

- h. Gas Connection documents
- i. Property tax/ Municipal tax Receipt

5. Proof of Right to do Business

- a. For Limited Companies under the Companies Act 1956
 - i. Certificate of Incorporation
 - ii. Memorandum & Articles of Association
- b. For Registered Partnership Firms
 - i. Partnership Deed accompanied by registration document issued by the Registrar of Firms
- c. For Unregistered Partnership
 - i. Partnership Deed accompanies by the Certificate of Importer Exporter Code issued by the DGFT
 - ii. Partnership Deed accompanies by the Sales Tax Registration Certificate
 - iii. Partnership Deed accompanies by Last 2 years Income Tax Return and PAN Card of the Organisation
- d. For Sole Proprietorship Firms
 - i. Sales Tax Registration Certificate
 - ii. Income Tax Returns of Last 2 years with PAN Card
- e. For Societies
 - i. Certificate of Registration
 - ii. Memorandum of Association , Rules, Byelaws

6. Authorization Letter in Favor of Applicant – to be printed on Letter head (Required only when applicant is any Person other than the Authorised Signatory)

7. Bank Verification Letter – (As Per Annexure “B”)

8. PAN Card of the Organization

9. IEC certificate

E. Attestation Requirements: (All documents self attested)

Specific Requirements

Documents	Attested By
1. Identity Proof	Notary or Gazetted Officer or Banker
2. Address Proof	Notary or Gazetted Officer or Banker
3. Proof of Right to do Business	Authorized signatory of Organization (Director, Partner, Proprietor) AND Notary or Gazetted Officer or Banker
4. Authorization Letter	Authorized signatory of Organization (Director, Partner, Proprietor)
5. PAN Card of the Organization	Authorized signatory of Organization (Director, Partner, Proprietor) AND Notary or Gazetted Officer or Banker
6. IEC Certificate	Authorized signatory of Organization (Director, Partner, Proprietor) AND Notary or Gazetted Officer or Banker