

Customer Identification Number : _____ (for office use only)

Documents Required for Verification



DOCUMENT REQUIRED FOR AN ORGANIZATION DSC APPLICATION

1 Attested copy of following documents

INDIVIDUAL/ PROPRIETORSHIP FIRM

- Copy of Business Registration Certificate" (S&E / VAT / ST) Copy of statement of bank account (First and second page) Copy of ITR accompanied by computation of income/financial statement Front side page-1)

PARTNERSHIP FIRM

- Copy of partnership deed (Max of first three pages including list of partners and authorised signatories) Copy of PAN card (Front side page-1) Copy of statement of bank account (First and second page)
- Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

CORPORATE ENTITIES

- Copy of Company Pan Card (Front side page-1) Copy of article and memorandum of association (First two page) Copy of statement of bank account (First and second page)
- Copy of certificate of incorporation (page-1)
- The copy of audit report along with the annual return pertaining to last financial year (First and second page) The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

LIMITED LIABILITY PARTNERSHIP

- PAN Card of LLP Incorporation and Registration Certificate issued by authority such as Registrar Copy of LLP agreement Memorandum of Association/ copy of rules/Bye laws
- Copy of Bank Statement Copy of Income Tax Return of last year Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- Certified copy of organizational ID proof of authorized signatory

NON-GOVERNMENT ORGANISATION /TRUST

- PAN Card of NGO/Trust Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances Copy of Trust Deed Copy of rules and Bye laws of NGO
- Copy of Bank Statement verified/attested by Banker Copy of Income Tax Return of last year Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- Certified copy of organizational ID proof of authorised signatory

2 Authorization Letter

3 IEC Cetificate (Online copy not allowed)
In case of office address is different from IEC copy please provide the address proof from.

COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)

- Gazette officer Bank Manager / Authorised executive of the Bank Post Master

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

(n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25272525
southsales@ncode.in

Mumbai
022-22048908
mumbaisales@ncode.in

Surat
0261-2789944
suratsales@ncode.in



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Authorization Letter

Please Note: The authorized signatories for applying Digital Signature Certificate should be duly authorized by the resolution of board of directors / Partners.

To,

(n)Code Solutions (A Division of GNFC Ltd.)

This to certify that

Mr. / Ms. _____ (certificate applicant)

Mobile _____ has provided correct information in the application form for issue of Digital Certificate to the best

of my knowledge and belief and is working with _____ (organization name). He / She is

hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

DETAILS OF AUTHORISING PERSON

Name	<input type="text"/>		
Designation	<input type="text"/>	Identity	<input type="text"/>
Date	<input type="text"/>	Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place	<input type="text"/>	[Sign :]

END OF FORM

(n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25272525
southsales@ncode.in

Mumbai
022-22048908
mumbaishop@ncode.in

Surat
0261-2789944
suratsales@ncode.in

V 4.4

Toll Free : 1800 – 233 – 1010

www.ncodesolutions.com





Please follow 2nd page of the form or below details for required documents to take **DGFT Digital Signature Certificate**
(USE BLUE INK ONLY)

Documents Required for **Proprietorship**:

- # The completed and signed application form. Form is attached herewith.
- # One Passport size Photo of the applicant, duly pasted and signed across on the form.
- # Self Attested Copy of **PAN Card**.
- # **Latest** Telephone / Electricity Bill / Voter's ID card / Driving License/ Passport for address proof.
- # Trade License of your company.
- # Last IT Return Copy.
- # Latest Bank Statement.
- # Authorization letter with Sign and Company Stamp.(3rd page of form)
- # IEC Certificate (Online copy not allowed)

All documents to be self attested and also attested by Gazetted officer or Bank Manager.

Documents Required for **Partnership Firm**:

- # The completed and signed application form. Form is attached herewith.
- # One Passport size Photo of the applicant, duly pasted and signed across on the form.
- # Self Attested Copy of **PAN Card**.
- # **Latest** Telephone / Electricity Bill / Voter's ID card / Driving License/ Passport for address proof.
- # Company PAN card copy.
- # Copy of Partnership Deed.
- # Latest Bank Statement.
- # Copy of ITR (First and Second page)
- # Authorization letter with Sign and Company Stamp.(3rd page of form) (Applicant should authorize by another partner)
- # IEC Certificate (Online copy not allowed)

All documents to be self attested and also attested by Gazetted officer or Bank Manager.

Documents Required for **Ltd. / Pvt. Ltd. Company**:

- # The completed and signed application form. Form is attached herewith.
- # One Passport size Photo of the applicant, duly pasted and signed across on the form.
- # Self Attested Copy of **PAN Card**.
- # **Latest** Telephone / Electricity Bill / Voter's ID card / Driving License/ Passport for address proof.

- # Company PAN card copy.
 - # Copy of Article and Memorandum.
 - # Latest Bank Statement.
 - # Copy of Certificate of Incorporation
 - # Copy of Audit Report
 - # Copy of ITR (First and Second page)
 - # Authorization letter with Sign and Company Stamp.(3rd page of form)(Applicant should authorize by another director)
 - # IEC Certificate (Online copy not allowed)
 - # Authorizing Authority should be authorized by the resolution of board of director on Org. Letter pad.
 - ## All documents to be self attested and also attested by Gazetted officer or Bank Manager.**
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You can scan and send the documents for prior-verification to **dsc@netfrendz.com / dsc@digitalsignatureindia.co.in**

You can deposit / send the cheque or transfer funds via NEFT as per following ICICI bank a/c:

Mode of Payment :

* A/C NAME: **NETFRENZ**

ICICI BANK CURRENT A/C NO.: 090105500084

IFSC Code: **ICIC0000901**

Branch: **GOLPARK, Kolkata**

[PLEASE ADD Rs. 150/- EXTRA FOR CASH DEPOSIT TOWARDS BANK CHARGES]

Please confirm the payment information once deposited / transferred.

Please feel free to **Contact Us** for any further query / clarification reg the above.

www.digitalsignatureindia.co.in / www.netfrendz.com

Corp. Office: 4/3, Poddar Nagar, Ground floor, Near South City Mall, Kolkata – 700068

See location at: <https://goo.gl/maps/pFv7fVNd62>

Regd. Off.: 32, Ezra Street, Room No. 262, 2nd floor, North Block, Kolkata – 700 001, West Bengal, India

Tele.: 9830037282 / 7890037000 | Email: info@netfrendz.com | Website: www.NetFrendz.com