

## Registration Form for Class 3 (n)eXIM Digital Certificate



Customer Identification Number : \_\_\_\_\_ (for office use only)

Validity  1 Year  2 Year

### Applicant Name

Surname  First Name  Middlename

### Email ID

### Date of Birth

Affix recent passport size photograph of the applicant

Applicant to sign across the photograph extended to application form

### Details to be filled up for eXIM organization (As Register with DGFT [Director General of Foreign Trade])

IEC Number	<input type="text"/>	Branch Code	<input type="text"/>
As assigned to your company's branch for operating in the city			
Company Name	<input type="text"/>		
Office Address	<input type="text"/>		
Town/City/District	<input type="text"/>	State/Union Territory	<input type="text"/>
PIN	<input type="text"/>	Contact No. PH	<input type="text"/>
		MO	<input type="text"/>
Identity Detail of Applicant	Please tick any one and enclose the copy of same		
Company PAN	<input type="text"/>	Department	<input type="text"/>
<input type="checkbox"/> PAN Card	<input type="checkbox"/> Postoffice ID Card	<input type="checkbox"/> Driving License	<input type="checkbox"/> Passport
<input type="checkbox"/> Govt. ID Card	<input type="checkbox"/> Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer		
I hereby agree that I have read and understood (n)Code Solutions CA CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS and risk involved by using other storage devices to store private keys. I shall be held responsible for all risks arising out of not using USB Crypto Tokens to store private key.			

### INSTRUCTIONS :

- Please fill the form in English only in legible format.
- The details are required to obtain Class 3 (n)eXIM Organization Certificate and will bear Object Identification as 2.16.356.100.2.3
- In case of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
- For obtaining Class 3 "In Person verification" is mandatory as per CCA - Guidelines.
- Please refer to the CPS for more information.
- All supporting documents should be attested by Gazetted officer Bank or Manger or Post Master. Alternatively the applicant can present originals to LRA for verification and attestation.
- In case of any assistance Please get in touch with us at : dscsupport@ncode.in or call : 1800 - 233 - 1010.
- This form is for procuring (n)eXIM digital certificate use in DGFT (Directorate General of Foreign Trade) would be for signing only.

Date :

Place :

Signature of Applicant with seal of Organization

Verified by (n)Code Office

Seal & Signature

For LRA use only

All Documents, address and physical presence verified by

LRA Name, Seal & Signature



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Customer Identification Number : \_\_\_\_\_ (for office use only)

### Documents Required for Verification

#### Document Required only once for an Organization / Enterprise :

##### 1 Attested copy of any one

- |  |    |   |    |  |    |   |
|--|----|---|----|--|----|---|
| <input type="checkbox"/> Valid business license document | OR | <input type="checkbox"/> Memorandum and Articles of Association | OR | <input type="checkbox"/> Registered Partnership Deed | OR | <input type="checkbox"/> Certificate of Incorporation     |
|  | OR | <input type="checkbox"/> Annual Report                          | OR | <input type="checkbox"/> Latest Income Tax Return    | OR | <input type="checkbox"/> Bank details of the organization |

#### Document Required for each Digital Certificate Application :

- ##### 2
- |   |   |
|---|---|
| <input type="checkbox"/> Attested Copy of Company PAN | <input type="checkbox"/> Latest Photograph of the applicant |
|---|---|

#### Payment Details (Applicable for applicant obtaining DSC from any of (n)Code Offices)

Cheque / D.D. to be Drawn in favour of "(n)Code Solutions, Division of GNFC Ltd." (Cheque should be "Payable at Par")

Date : \_\_\_\_\_ Bank Name : \_\_\_\_\_ DD / Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_

### Authorization Letter

To,  
(n) Code Solutions,  
**A Division of Gujarat Narmada Valley Fertilizers & Chemicals Limited.**

This is to certify that

Mr. / Ms. \_\_\_\_\_ (certificate applicant) has provided correct information in the application form for issue of an (n)eXIM Digital Certificate to the best of my knowledge and belief and is working with \_\_\_\_\_ (eXIM organization name). He / She is hereby authorized to obtain a (n)eXIM Digital Certificate to be used for DGFT (Directorate General of Foreign Trade) application and issued by (n)Code Solutions.

I also certify that the Certificate Applicant mentioned above is authorized to interact with DGFT for and on behalf of our organization through DGFT's web-application. Specifically, the Certificate Applicant is authorized to sign the various DGFT license applications.

I understand that, while holding a valid (n)eXIM Digital Certificate, if this Certificate ever needs to be revoked, it is my organization responsibility to inform (n)Code Solutions regarding the same.

Name :	<input type="text"/>		
Designation :	<input type="text"/>	Organization Name :	<input type="text"/>
Date :	<input type="text"/>		
Place :	<input type="text"/>		
		Signature of Authorized Person (with seal of Organization)	
		[Sign : _____ ]	

#### (n)Code Offices

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

<b>Mumbai</b> 022-22048908 mumbaisales@ncode.in	<b>Delhi</b> 011-26452279/80 northsales@ncode.in	<b>Bangalore</b> 080-25272525 southsales@ncode.in	<b>Chandigarh</b> 0172-2707732 punjabsales@ncode.in	<b>Surat</b> 0261-3003690 suratsales@ncode.in
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