

## 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

D  D  M  M  Y  Y  Y  Y

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		
<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		
Company PAN	<input type="text"/>	Department	<input type="text"/>

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
- Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- Incomplete application is liable for Rejection.
- 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

- Valid business license document **OR**  Memorandum and Articles of Association **OR**  Registered Partnership Deed **OR**  Certificate of Incorporation  
 Annual Report **OR**  Latest Income Tax Return **OR**  Bank details of the organization

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

- 2  Attested Copy of Company PAN  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"/>	Signature of Authorized Person (with seal of Organization)	
Place :	<input type="text"/>		
[Sign :		]	

#### (n)Code Offices

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

**Mumbai**  
022-22048908  
mumbaisales@ncode.in

**Delhi**  
011-26452279/80  
northsales@ncode.in

**Bangalore**  
080-25272525  
southsales@ncode.in

**Chandigarh**  
0172-2707732  
punjabsales@ncode.in

**Surat**  
0261-3003690  
suratsales@ncode.in