



## Instructions For Getting Digital Signature

*It's too simple to get a digital signature. Please don't hesitate or panic for any problems on filling the form  
Even if you send us an incomplete form, we'll process your request and guide you for the changes to be done on form*

**We provide digital signatures all over India and that too within 60 minutes\* of receipt of form and payment**

1. Please check the form on the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Page of This PDF File
2. Print the form on an A4 size paper and fill it
3. Get the appropriate attestations as required on the form and documents
4. Scan the form & documents on a low resolution (Maximum Size of a file should be 500 KB)
5. Make the payment as below: (Check 6<sup>th</sup> and 7<sup>th</sup> Page For Bank Account Details)  
For DGFT Digital Signature Used in DGFT (Directorate General of Foreign Trade)  
Rs.5199/- Without Token and  
Rs.5899/- With Token (**For Instructions on what is Token**, read our FAQ's on 8<sup>th</sup> & 9<sup>th</sup> Page)
6. After making the appropriate payments send us the duly filled form along with the payment receipt and supporting documents on [digitalsignature\(at\)veracitylegal\(dot\)com](mailto:digitalsignature(at)veracitylegal(dot)com) so that we may process the digital signatures and send it to you by email as soon as possible.
7. You'll also have to courier the documents on the address mentioned below:  
**Veracity IT & Legal Services LLP**  
3rd Floor, Sitaram Smruti,  
Opp. Batukbhai Jewellers,  
W.H.C. Road, Dharampeth,  
Nagpur – 440010  
Ph: 0712-3536000 / 09881133100
8. You'll get the digital signature via email if you have applied for without token digital signature and in a secured USB device & email also, if you've applied for with token digital signature.
9. After getting the zip file attached in the email, just unzip the file and double click on the .pfx file provided. Click on next till you get finish. If it asks for a password, the default password is 123
10. Your signature is now ready for use and you can apply in on any of the form

For Any More Questions, Please Visit our FAQ Section on 8<sup>th</sup> and 9<sup>th</sup> Page of This PDF File.

\*You Can Get Digital Signatures Within 60 Minutes On All Working Days.

i.e Monday to Saturday | 10 AM To 8 PM

### VERACITY IT & LEGAL SERVICES LLP

3<sup>rd</sup> Floor, Sitaram Smruti, Opp. Batukbhai Jewellers, W.H.C. Road, Dharampeth, Nagpur – 440 010  
Ph: 0712 – 3536000, 09881133100 | [www.veracitylegal.com](http://www.veracitylegal.com)



Registration Form for (n)eXIM Digital Certificate

Customer Identification Number: \_\_\_\_\_  
(For Office Use Only)

Affix recent  
passport size  
photograph of  
the Applicant  
  
(sign across photo)

Instructions:

- The Form is divided into 2 parts; **Form A** and **Form B**.
- Form A** contains details of certificate applicant.  
**Form B** contains organizational details.
- Please fill the form in **BLOCK LETTERS** in **English only**
- This form is for procuring (n)eXIM Digital Certificate for usage in DGFT [Directorate General for Foreign Trade]**
- (n)eXIM Certificate refers to Class-IIIb

FORM A

1. **VALIDITY OF (n)eXIM**

1 Yr.  2Yrs.

2. **IEC Number :**

**Branch Code :**

(As assigned to your company's branch for operating in the city)

3. **NAME OF THE APPLICANT** (As required in the **DIGITAL CERTIFICATE**)  
(Ensure that the name as it appears in the Identity Proof matches with the name mentioned below)

4. **Organization Name**

Office Address  
(As per Branch Code)

Town / City / District

State / Union Territory

Pin

Contact No.

(STD Code)

Phone No

Fax No

Mobile Phone No.

5. **DATE OF BIRTH**

DATE  
DD

MONTH  
MM

YEAR  
YYYY

eg.

6. **E-MAIL ADDRESS**

7. **IDENTITY DETAILS**

(Please tick and  
fill **ANY ONE**)

No.

Passport / Voter's ID / PAN / Driving Lic. / Ration Card No. / PF Ac.



Registration Form for (n)eXIM Digital Certificate

Customer Identification Number: \_\_\_\_\_  
(For Office Use Only)

FORM B

DETAILS TO BE FILLED UP FOR EXIM ORGANIZATION

Corporate / Registered Office details (as registered with DGFT [Directorate General for Foreign Trade]):

Name  
(As appears in IEC Certificate)

Address

Town / City / District

State / Union Territory

Pin

Contact No.     
(STD Code) Phone No Fax No

Website

Income Tax PAN.

Bank Details :  
Bank Name

Bank A/c No

I hereby agree that I have read and understood the provisions of the (n)Code Solutions CA CPS and the Subscriber Agreement and promise to abide by the same. I also acknowledge that I shall be using USB Crypto Tokens to store my private key as prescribed in guidelines for storage of private keys mentioned in (n)Code Solutions CA CPS.

Place : \_\_\_\_\_

Signature Of Applicant

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

[Name: \_\_\_\_\_ ]

Registration form for (n)eXIM along with verification documents can be sent to any one of the nearest LRA locations given on (n)Code Solutions CA website.

For more information on payment please check Page 5

Cheque should be "Payable at Par"

Payment Details	LRA Details
D.D. Cheque No. : _____	Checked & Verified By
Date : _____ Amount: _____	
Bank Name : _____	
_____	LRA Name / Signature / Stamp

Contact : [www.ncodesolutions.com](http://www.ncodesolutions.com)

E-Mail : [support@ncodesolutions.com](mailto:support@ncodesolutions.com)

Toll Free : 1-800-233-1010



**Registration Form for (n)eXIM Digital Certificate**

**Customer Identification Number:** \_\_\_\_\_  
(For Office Use Only)

**DOCUMENTS REQUIRED FOR VERIFICATION**

**Documents Required and Submitted by the Applicant (POR : Proof of rights documents)**

**Documents required for an Organization / Enterprise for (n)eXIM**

**Certified true copy (from Company Secretary / Director / Partner / Proprietor of the organization) of any one :**

- Certificate of Incorporation or
- Memorandum and Articles of Association or
- Registered Partnership Deed or
- Valid business license document

**Certified true copy of any one :**

- Annual Report or
- Income Tax Return or
- Statement of Income or
- Letter from the bank giving bank details of the organization

- Authorization Letter in favour of the certificate applicant from the applicant organization (as per the format attached herewith, on the Companies Letterhead Only)
- Latest photograph of the applicant

- IEC Certificate Photocopy

**Note :**

- Applicants for (n)eXIM shall present themselves at the LRA location where the registration form of (n)eXIM was sent, for verification of physical presence.
- Please refer to the CPS for more information.



**Registration Form for (n)eXIM Digital Certificate**

**Customer Identification Number:** \_\_\_\_\_  
(For Office Use Only)

**Signature Verification (Authorization) Letter**

*(This Authorization Letter is required on the Organization's letterhead)*

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

This is to certify that:

Mr. / Ms. \_\_\_\_\_ *(Certificate applicant)*  
has provided correct information in the Application form for issue of (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 for Foreign Trade) application and issued by (n)Code Solutions CA.

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.

**Details of Authorized Signatory:**

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

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

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

Signature of Authorized Person : \_\_\_\_\_  
(with stamp of Organization / Office)

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

Place : \_\_\_\_\_



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**Choose From Any Of The Following Payment Options**

*After Payment Please Intimate Us With The Transaction ID on 09881133100  
or mail us at info (at) veracitylegal (dot) com*

**:: Credit Card ::**  
(Currency - USD)



**Pay To info (at) funstungroup (dot) com By Using PayPal**

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**:: Cheque / Demand Draft ::**

Please make Cheque favouring "**Funstun Group**" payable at **Nagpur** and send it by **Courier or Speed Post** to the address mentioned below.

*(Please Make Payable At Par Cheque or Send Demand Draft)*

**Veracity IT & Legal Services LLP**

3<sup>rd</sup> Floor, Sitaram Smruti,  
Opp. Batukbhai Jewellers,  
WHC Road, Dharampeth,  
Nagpur – 440017 (Maharashtra, INDIA)  
Tel : 0712-3536000 / 09881133100

**:: Cash/Net Banking ::**

*(Netbanking – Free | All Cash Deposits Will Attract a Fee of Rs.168/-)*

**1) ICICI Bank**

A/c Number 005905500049 (12 Digit A/c No.)  
Name: Funstun Group  
Branch: Civil Lines, Nagpur  
IFSC Code: ICIC0000059 (5 Zero's)

**2) IDBI Bank**

A/c Number 510102000001038 (15 Digit A/c No.)  
Name: Funstun Group  
Branch: Sitabuldi, Nagpur  
IFSC Code: IBKL0000510 (4 Zero's)

**3) Kotak Mahindra Bank**

A/c Number 06912170000341 (14 Digit A/c No.)  
Name : Funstun Group  
Branch : Kingsway, Nagpur  
IFSC Code: KKBK0000691 (4 Zero's)

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**4) AXIS Bank**

A/c Number 048010100431002 (15 Digit A/c No.)

Name : Ashish S. Tarwani

Branch : Civil Lines, Nagpur

IFSC Code: UTIB0000048 (5 Zero's)

**5) State Bank of Travancore (SBI Associate Bank)**

A/c Number 00000057007004176 (17 Digit A/c No.)

Name : Ashish Kumar Tarwani

Branch : Nagpur Main Branch

IFSC Code: SBTR0000541 (4 Zero's)

**6) HDFC Bank**

A/c Number 12481000014990 (14 Digit A/c No.)

Name : Ashish Tarwani

Branch : Kingsway, Nagpur

IFSC Code: HDFC0001248 (3 Zero's)

**For Any Queries**

**Call Our 24x7 Helpdesk At +91-712-3536000 / 09881133100**

**Or**

**Mail Us At [info\(at\)veracitylegal\(dot\)com](mailto:info@veracitylegal.com)**

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## Frequently Asked Questions (FAQ's)

Digital signatures are going to play an important role in our lives with the gradual electronization of records and documents. The IT Act has given legal recognition to digital signature meaning, thereby, that legally it has the same value as handwritten or signed signatures affixed to a document for its verification. The Information Technology Act, 2000 provides the required legal sanctity to the digital signatures based on asymmetric cryptosystems. The digital signatures are now accepted at par with handwritten signatures and the electronic documents that have been digitally signed are treated at par with paper documents.

### WHO NEEDS A DIGITAL SIGNATURE CERTIFICATE ?

Under MCA21 Every person who is required to sign manual documents and returns filed with ROC is required to obtain a Digital Signature Certificate (DSC). Accordingly following have to obtain Digital Signature Certificate:

1. Directors
2. Auditors
3. Company Secretary - Whether in practice or in job.
4. Bank Officials - for Registration and Satisfaction of Charges
5. Other Authorized Signatories.

### TYPES OF DIGITAL SIGNATURE CERTIFICATE

There are 3 types of Digital Signature Certificates, having different security levels, namely :- Class-1, Class-2 , Class-3.

For filing documents under MCA21, a Class-2 Digital Signature Certificate issued by a Licensed Registration Authority is required. We also offer Class 1 and 3 besides Class 2 certificates.

### Why USB e-token?

A Digital Signature certificate (DSC) is kept in internet explorer of computer system (PC) but keeping DSC on your computer system has following draw backs :-

- a) It can be misused by anyone who is having access to your computer system.
- b) DSC is lost if computer system is formatted or internet explorer is changed.

Accordingly, safe and proper method is to keep DSC on e-token, a small USB port devise, which is password protected. The said e-token is a small hardware device and can be plugged to USB port of any system to digitally sign the documents and when not in use can be kept in safe custody.

### Why Digital Signatures?

Ministry of Company Affairs, Government of India (GoI) has initiated MCA21 program, for easy and secure access to its services in a manner that best suits the businesses and citizens. MCA21 is envisioned to provide anytime and anywhere services to businesses. It is a pioneering program being the first mission mode e-governance project being undertaken in the country. This program builds on the GoI vision to introduce a Service Oriented Approach in the design and delivery of Government services, establish a healthy business ecosystem and make the country globally competitive.

The MCA21 application is designed to support Class 2 & 3 Digital Signature Certificates (DSC) issued by licensed Certifying Authority under Controller of Certifying Authorities, GoI.

Those individuals recommended and forwarded by Superior Authority or those who approach any RA office operating under CA with proper certification from Chartered Accountant/Cost Accountant can avail our certification services for obtaining digital certificate.

### What is a Digital Signature Certificate?

Digital signature certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. Examples of physical certificates are drivers' licenses, passports or membership cards. Certificates serve as a proof of identity of an individual for a certain purpose; for example a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented

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electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

### **Why is Digital Signature Certificate (DSC) required?**

Like physical documents are signed manually, electronic documents, for example e-forms are required to be signed digitally through Digital Signature Certificate. As per MCA21 project of ministry of company affairs all the company forms have to be filed electronically.

### **Who issues the Digital Signature Certificate?**

A licensed Certifying Authority (CA) issues the digital signature. Certifying Authority (CA) means a person who has been granted a licence to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000. The list of licensed CAs along with their contact information is available on [www.mca.gov.in](http://www.mca.gov.in). You can obtain your DSC from us.

### **What are the different types of Digital Signature Certificates?**

Class 1: These certificates do not hold any legal validity as the validation process is based only on a valid e-mail ID and involves no direct verification.

Class 2: Here, the identity of a person is verified against a trusted, pre-verified database.

Class 3: This is the highest level where the person needs to present himself or herself in front of a Registration Authority (RA) and prove his/ her identity.

### **Who can have digital signature certificate?**

Any person can apply to the certifying authority for issue of a DSC in the prescribed form and paying prescribed fees. While prescribing, the government can differentiate the fee structure for different classes of applicants. The applicant shall also enclose a certification practice statement and in the absence of such a statement, particulars, as prescribed by regulations, have to be given.