

TECHOPTIONS

Document Support FAQ

1. What are the documents to be submitted to get the digital signature? Certificate of Application form (Annexure – A), Signature Verification letter (Annexure – B) – Pre printed format enclosed.

2. Who is a certificate of applicant? In Pvt Ltd / Public Ltd – Any employee of the company authorized to interact with DGFT on behalf of the company.

In Partnership company: - Any of the partners of the company, whose name is registered with the DGFT's IEC database.

An employee of the partnership company is not eligible to apply Digital Signature as per DGFT.

In Proprietorship Company: - A proprietor of the company is authorized to apply. An employee of the proprietorship of the company is not eligible to apply Digital Signature as per DGFT.

3. Who is authorized signatory? As far as Digital signature concerned, authorized signatory means, whose signature is available in the official bank records.

4. What is the difference between APPLICANT and AUTHORISED Signatory? Applicant is the person who is applying for the digital signature.

Authorized signatory is the person whose signature available in the official bank records and can be verified; however "Applicant and Authorized signatory" can be the same or can be different.

5. Who will attest on my photograph?

Example1: Let's assume that you are working as a Export Manager in a Public / Pvt Ltd company

Documents required for Proprietorship Companies.

RCMC

IEC

CST, BST Certificate, 2 years of income tax returns.

All the above documents Certified true copy by authorized signatory), [Authorised Signatory means whose signature has been verified by your official banker in Annexure-B]

Documents required for Partnership Companies.

RCMC

IEC

Registered partnership deed

All the above documents Certified true copy by authorized signatory), [Authorised Signatory means whose signature has been verified by your official banker in Annexure-B]

Documents required for Pvt/Public Ltd Companies.

RCMC

IEC

Memorandum and articles of association

All the above documents Certified true copy by authorized signatory), [Authorised Signatory means whose signature has been verified by your official banker in Annexure-B]

Payment Terms:

Charges for the DGFT Digital Signature is Rs 5700/- (Inclusive Of All)

Cheque/DD in favour of TechOptions. Please note that the cheque/DD needs to be sent us along with the documents.

For any documentation queries refer our website:

<http://www.techopt.com/digital/documentfaq.htm>

Please fill up the mentioned docs and send it to our office as mentioned below:

Tech Options
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