

Enrollment and Validation Guide for : SAFEEXIM DIGITAL CERTIFICATES

Congratulations! You are about to become the proud owner of a Digital Signature Certificate issued by SafeScript Ltd., India's first Licensed Certifying Authority, under the aegis of the Indian IT Act 2000.

SafeScript RCAI Class 2 Certificate Hierarchy chains up to the RCAI root and is intended for use wherever the predominant requirement is for legal validity within India. This hierarchy also offers interoperability with other Licensed CA's in India through the common trust anchor of the RCAI root.

SafeEXIM Digital Certificates are intended for use with the DGFT online application and are useful for the following purposes:

- The Authorized Signatory of the EXIM Organization may Digitally Sign the various license forms on the DGFT application

You are strongly encouraged to read the contents of this Enrolment Guide before proceeding.

The process of issuance of the Certificate consists of two stages:

Stage 1: Online Enrollment – where you visit the specified SafeScript website, fill in the relevant details and have your public-private key pair generated. During this process, the public key is sent to SafeScript for creation of the certificate.

Stage 2: Post-Enrolment - Validation of identity – where your credentials are validated before issuing you your Digital Signature Certificate.

This Certificate provides one of the highest levels of trust. DGFT trusts and relies on the Digital Signature on the license forms, on the belief that SafeScript has validated the Organization and the Certificate Applicant representing your Organization. Other entities may also rely on it to interact and transact with you electronically. In other words, this certificate would be your digital identity. We are therefore required to validate the credentials you submit, before we can issue this certificate to you.

Enrolment pre-requisites

Before you commence the enrolment process, please be aware of the following.

1. Minimum System requirements:

Browser Version: SafeScript supports the following browser versions for Digital Certificate enrolment

- Internet Explorer – Versions 5.5, 6.0 with 128 bit cipher strength and JavaScript enabled
- Netscape Navigator – Versions 4.7x, 4.8

Operating System: SafeScript recommends use of the following operating systems only

- Windows 98
- Windows 2000
- Windows XP

Minimum hardware requirements:

- 486 or later processor
- Minimum of 16 MB of RAM (32 MB is recommended)
- An available USB port

Internet Connectivity

2. **Challenge Phrase:** During the enrolment, you will be required to provide a **challenge phrase**, which is a pass phrase. You will need to remember this phrase when your certificate needs to be renewed, replaced or revoked. If needed, write down this phrase and store it in a secure location.

SafeScript does not have access to your challenge phrase and you are solely responsible for the management of the same. However, if you have forgotten your challenge phrase, and you need help, you can contact the SafeScript Customer Support team at safeexim@safescript.com

3. **Computer and I-key Token:** By default, your Private Key is generated and stored in the browser you do the enrolment with i.e. Internet Explorer or Netscape. However, for Safe EXIM, your private key is stored on an external hardware device called as USB Token.

Please ensure that:

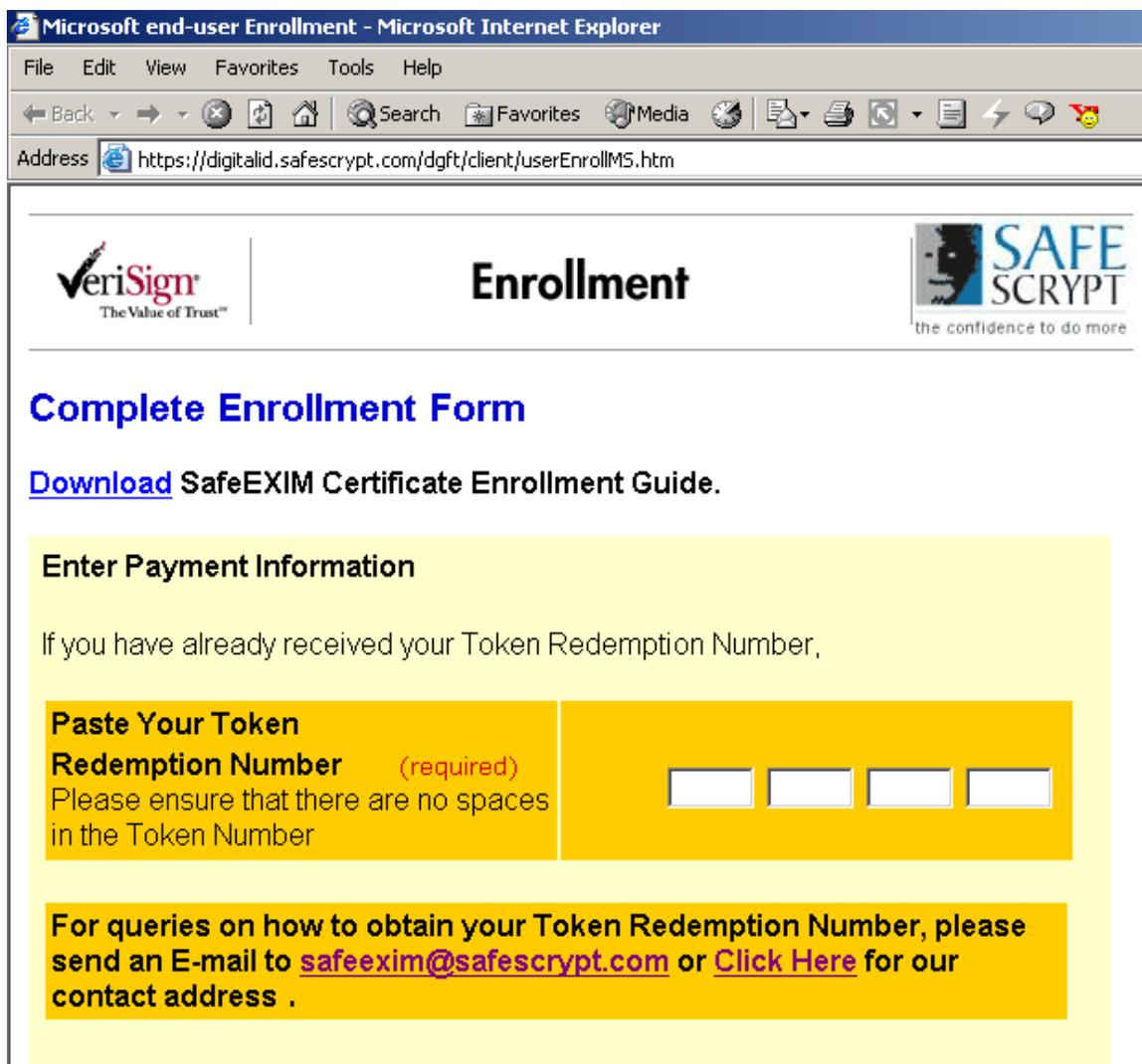
1. Before you begin the Enrollment, the software for the USB Token is installed and the Token is configured
2. The USB Token is plugged into your computer during enrollment, as well as during pickup of certificate
3. You are using the same computer, browser and USB Token to pickup your certificate, as you used to do the enrollment

Stage 1 – Online Enrolment Procedure

You will need to begin your enrolment process at this URL: <https://digitalid.safescrypt.com/dgft/client/userEnrollMS.htm>

Step1: Submit your Payment Information

<ul style="list-style-type: none"> • Token Redemption Number 	<p>Please enter the token number correctly.</p> <p>The token number is case and space sensitive, which means that you will need to enter it exactly as it is given to you. Ensure that you do not leave any blank spaces.</p> <p>If you make a mistake while entering the token number, your enrolment will not be submitted.</p>
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Microsoft end-user Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://digitalid.safescrypt.com/dgft/client/userEnrollMS.htm>



Enrollment



Complete Enrollment Form

[Download](#) SafeEXIM Certificate Enrollment Guide.

Enter Payment Information

If you have already received your Token Redemption Number,

Paste Your Token Redemption Number (required)

Please ensure that there are no spaces in the Token Number

For queries on how to obtain your Token Redemption Number, please send an E-mail to safeexim@safescrypt.com or [Click Here](#) for our contact address .

Step 2: Submit information about yourself – Please submit the following information about yourself. Remember that this information must be accurate, as **it will be displayed in your Digital Certificate**. You will also have to provide this same information in your Certificate Application Attestation Form.

- **First and Last name in full**. No abbreviations are permitted (Mandatory)
- **E-mail address** (Mandatory)
Note that the Certificate Pick Up Instructions will be sent to this e-mail id
- **Designation / Title**
- **Telephone Number**
- **Branch Code and IEC** (Mandatory).
Branch Code: Please prefix the Branch Code with the required number of zeros in order to make it a 3-digit number. This is very important for the digital certificate to work with DGFT's Online Application. Also note that the Branch Code for Head Office will be '000'.
Please check for your organization's IEC details at <http://dgft.delhi.nic.in:8100/dgft/lecPrint>. We have also provided this link on the enrollment page.
- **Organization Name** (Mandatory).
The Organization Name must be exactly as registered with DGFT and as it appears in the IEC database. Please check for your organization's IEC details at <http://dgft.delhi.nic.in:8100/dgft/lecPrint>.
- **Company Address with Pin Code** (Mandatory).
This would be the Complete Office Address of the Certificate Applicant, as appearing in the IEC Database.
- **City, State, Country** (Mandatory)

Information for the Digital ID

Fill in all fields. Use only the English alphabet with no accented characters. The information marked with a "*" is included in your Digital ID and is available to the public.

First Name: * (required) Nickname or middle initial allowed (Example: Anurag B.)	<input type="text" value="Selza"/>
Last Name : * (required) (Example: Shah)	<input type="text" value="Norman"/>
E-mail Address: * (required) (Example: anurag@safescript.com) <i>Certificate Pick Up instructions will be sent to this e-mailid.</i>	<input type="text" value="selzan@safescript.cor"/>
Designation/Title: (required) (Example: Manager)	<input type="text" value="Manager"/>
Telephone Number: (required)	<input type="text" value="0806555104"/>
Branch Code: * (required) Leave the field as 000 , if you don't have a Branch Code.	<input type="text" value="000"/>
IEC: * (required)	<input type="text" value="52468920"/>
Organization Name : * (required) (Example: SafeScript) As registered with DGFT and as it appears in the IEC Database	<input type="text" value="SafeScript Ltd"/>
Address with Pin Code : (required)	<input type="text" value="Keshava Towers, 11th Main Road, Jayanagar, 560011"/>
City: * (required) (Example: Mumbai)	<input type="text" value="Bangalore"/>
State/Province: * (required) (Example: Maharashtra)	<input type="text" value="Karnataka"/>
Country: * (required) (Example: IN)	<input type="text" value="IN"/>

Step 3: Challenge Phrase - Next, you will have to provide a "challenge phrase". You will require this pass-phrase when you want to renew, replace or revoke your certificate. SafeScript does not have access to your challenge phrase, and it is your responsibility to safeguard this pass-phrase.

Note: In the event you forget your pass-phrase, and you want your certificate to be revoked, you can let us know and we will e-mail you a "Revocation Letter" template. You need to fill in the required information and courier the completed letter to us at the earliest.

Challenge Phrase

The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. *Do not lose it.* You will need it when you want to revoke or renew your Digital ID.

Enter Challenge Phrase : (required) Do not use any punctuation.	<input type="text" value="j0k0k0k0k0k"/>
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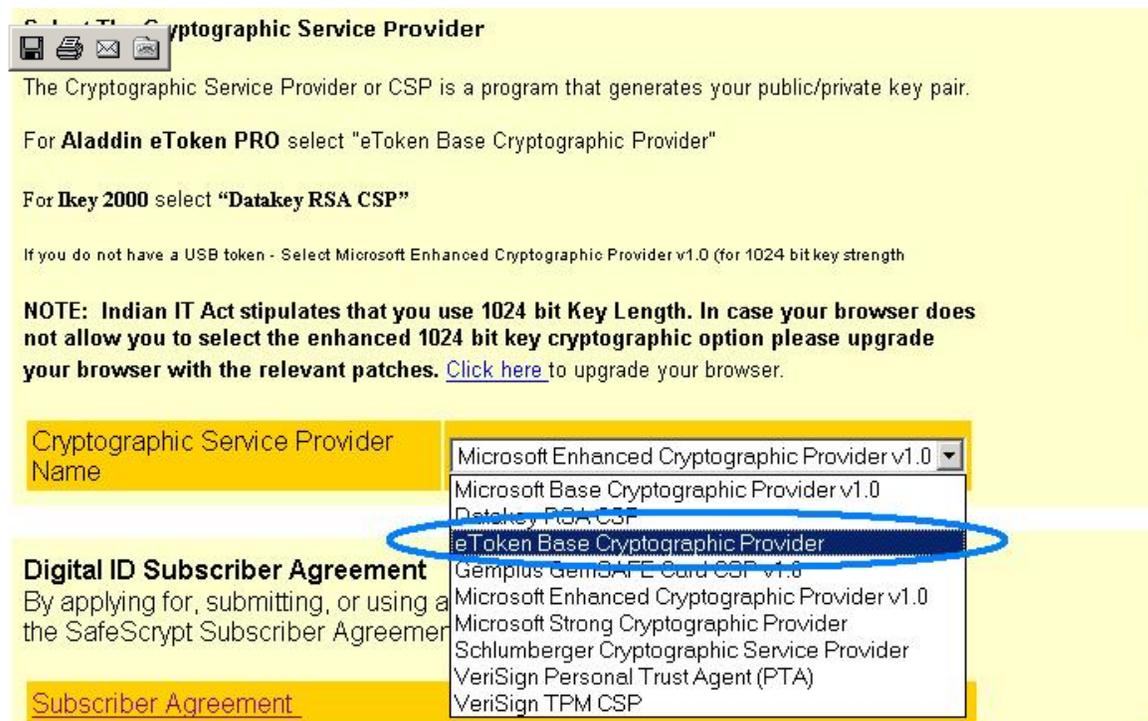
Step 4: Cryptographic Service Provider (CSP)

Select "eToken Base Cryptographic Provider" for the *Aladdin eToken PRO* or "Datakey RSA CSP" for Ikey 2000, from the drop-down list box to store your Digital Certificate on the USB token.

If you do not have USB token Internet Explorer (IE) browser users will have to select the *Microsoft Enhanced Cryptographic Provider* option from the drop-down list box. Remember that this option generates and stores your Private Key in the browser itself.

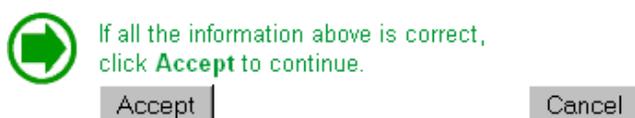
NOTE: If your IE CSP options do not include either the Microsoft Enhanced Cryptographic Provider or the Datakey RSA CSP or the eToken Base Cryptographic Provider, then you must update your browser with the appropriate service packs from the Microsoft Windows Update site (these are free updates) before you continue with the enrolment. You may also download the latest patch at <http://safeexim.safescript.com/>

Only these CSP's will give you Private Keys that are 1024 bits in length. The Indian IT Act 2000 specifies that Digital Signatures will be awarded legal recognition only if they are created with Private Keys that are 1024 bits in length.



Step 4: Read the Subscriber Agreement and click the "Accept" button. This will submit your registration information to SafeScript.

Note: As your enrolment is getting submitted, the Web page will display a few popup windows that tell you that your Key-Pair is getting generated and will be stored in the certificate store you selected (i.e. IE, Netscape or I-Key). Please select "Yes" or "Accept", wherever you are prompted to do so.

For our contact details, please [Click here](#).

Stage 2 – Post-Enrolment

Once you have completed the online enrolment, the last screen that will be displayed will confirm your enrolment and will also explain the post-enrolment procedures.

If you experience any difficulty submitting your order, please contact SafeScript at +91-80-26555104 or send us mail at safeexim@safescript.com

Note: You will need to reference your First Name, Last Name (e.g. Roshan Mani) and E-mail address (e.g. roshan@safescript.com), exactly as you entered during the enrolment, in all communications to SafeScript regarding your Digital Certificate.

Step 1: Documents to be submitted - You need to submit the documents as mentioned below. The documents will enable SafeScript to validate your application for the Digital Certificate.

1. **Certificate Application Attestation Form** - SafeScript requires this form for validating your identity prior to issuing your Digital Certificate.

The format of the Certificate Application Form may be downloaded from http://www.safescript.com/dgft/Certificate_Application_Form.doc

You will need to:

- a) Complete the form as per the instructions given there.
- b) If the Certificate Applicant is not the Authorized Signatory of the Organization, then the Authorized Signatory needs to complete the second Section after he has reviewed the application.
 - The certificate Applicant will affix a recent passport copy of his photograph on the application form which must be attested by the organizations Authorised Signatory by placing his signature half across the photograph and the application form
 - The certificate Applicant is responsible for giving the “Instructions to the Authorised Signatory” to the Authorised Signatory of the Organization
 - The certificate Applicant must also ensure that the Signature Verification Letter is duly completed and signed by both the Authorised Signatory and the Official Banker of the organization
- c) If the Authorised Signatory is the Certificate Applicant, then only the first section needs to be completed.
 - The Authorized Signatory will affix a recent passport copy of his photograph on the application form which must be attested by the organization’s Official Banker by placing his signature half across the photograph and the application form
 - The Authorised Signatory will also need to complete and sign the Signature Verification Letter. The Official Banker of your Organization must then complete and sign the relevant portions of the Signature Verification Letter
- d) After completing the Application Form Submit all documentation to SafeScript either through the SafeScript authorized agents or by courier to the postal address in this document

Your Name, E-mail id and Address that you enter in this form must be exactly as you have provided in the online enrolment. If these details do not match or if the details are found to be false, we will not be able to complete the validation and your certificate will not be issued.

2. Documents required for Organization Authentication

- a) **Proof of Right of Organization to do Business** - This is to verify that your Organization is valid as per the Indian legal system. To check which document your Organization can submit as a Proof of Right to do business please visit the site http://www.safescript.com/dgft/Proof_of_Right_to_do_Business_documents.doc

You will need to:

- a) Make a copy of the relevant document
- b) Affix Your Organizations Seal on the document

- c) Affix the words "Certified True Copy"
 - d) Have your Organization's Authorised Signatory sign and write his Full Name on the document
 - e) Submit all documentation to SafeScript either through the SafeScript authorized agents or by courier to the postal address in this document
- b) **Signature Verification Letter** - This is to verify that the person who attested the POR document and the Certificate Application Form is indeed the Authorised Signatory for the Organization.

The format of the Signature Verification Letter may be downloaded from http://www.safescript.com/dgft/Signature_Verification_Letter.doc

You will need to:

- a) Complete the letter as per the instructions given
- b) Print it on the letterhead of either your Organization
- c) Have it signed by the Authorised Signatory of your Organization
- d) Have it counter-signed by your Organization's official Banker
- e) Affix the Banks Seal on the letter
- f) Submit all documentation to SafeScript either through the SafeScript authorized agents or by courier to the postal address in this document

Certificate Issuance - SafeScript will begin the validation process after all the duly completed documents have been received.

If there is any discrepancy in the information received by way of the online enrolment and the documents you submitted, SafeScript will send you an e-mail with the instructions to either re-enroll with the correct details or to submit corrected documents. The validation will resume only after the corrected information has been received.

Once the validation has been completed and payment has been confirmed, SafeScript will issue your Digital Certificate. You will receive an e-mail with a URL, a PIN number and the instructions to pick up your Digital Certificate.

Note: Please remember to pick up the Digital Certificate using the same computer and USB Token/browser that were used to enroll for the Digital Certificate.

You can use the following contact information for sending us your documents.

SafeScript Ltd.
667-668 Keshava Towers,
11th Main,
Jayanagar 4th Block,
Bangalore – 560011, India

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Fax: +91-80-26555300
E-mail: safeexim@safescript.com