

## **READY RECKONER FOR SAFE EXIM VALIDATION**

This document guides you in fulfilling the documentation requirements for validation to procure the Safe EXIM digital certificate.

	<b>Documents Required</b>	<b>Purpose intended</b>
1	Proof of Right to do Business (POR) – attested by an Authorized Signatory	This is to determine that the EXIM Organization is a valid legal entity that is permitted to do business, as per Indian courts of law. The EXIM Organization can demonstrate Proof Of Right to do Business (POR) by submitting the relevant POR documents to SafeScript. SafeScript cross-verifies the same with the DGFT’s IEC database for a match with the information provided in the online enrolment.
2	Certificate Application Form (CAF)	This is to determine that the Certificate Applicant is authorized to request and apply for a Safe EXIM Digital Certificate, which would enable him/her to act for and on behalf of the EXIM Organization in interactions with the DGFT
3	Signature Verification Letter (SVL)	This pertains to the Authorized Signatory who has attested the POR and has authorized the Certificate Applicant to receive the Certificate. The SVL is to authenticate the identity of the Authorized Signatory and his connection to the organization

### **Proof of Right to do Business (POR) documents accepted for Safe EXIM**

The EXIM Organisation needs to submit any one of the documents in the relevant category

- A. In case of a Limited Company under the Companies Act
- Certificate of Incorporation. **OR**
  - Memorandum and Articles of Association.
- B. In the case of Registered Partnership Firms
- Partnership Deed accompanied by the Registration Document issued by the Registrar of Firms under section 58 of the Indian Partnership Act. 1932.
- In the case of Unregistered Partnership Firms
- Partnership Deed accompanied by the Certificate of Importer Exporter Code issued by DGFT bearing the DGFT seal / Official Stamp of the Foreign Trade Officer. **OR**
  - Partnership Deed accompanied by Sales Tax Registration document issued to the Firm by the local, state or central government sales tax authority. **OR**
  - Partnership Deed accompanied by Copy of the Income Tax returns filed in the last two years accompanied by the PAN card issued to the Firm.
- C. In the case of Sole Proprietorship Concern
- Sales Tax Registration document issued to the Sole Proprietorship concern by the local, state or central government sales tax authority. **OR**

- Copy of the Income Tax returns filed in the last two years accompanied by the PAN card issued to the Sole Proprietorship concern. **OR**
- Importer Exporter Certificate Issued by DGFT along with 2 different Registration Cum Membership Certificate issued by Export Promotion Councils **OR**
- Importer Exporter Certificate Issued by DGFT accompanied by one Registration Cum Membership Certificate issued by Export Promotion Council and a Licence to start a Factory. **OR**
- Two different Registration Cum Membership Certificates issued by Export Promotion Councils accompanied by a Licence to start a Factory.

D In the case of Societies

- Certificate of Registration **OR**
- Memorandum of Association, Rules, Regulations Byelaws.

*All copies of above documents need to be attested by an Authorised Signatory of the organisation.*

**Authorised Signatory:**

An **Authorised Signatory** is a senior person from the EXIM organisation whose signature is available in the organisation's bank records and the official banker of the organisation can verify the same.

***In case of a Limited Company:***

The list of Authorised Signatories is already available with the Banker vide a Board Resolution or a Letter of Delegation which can be traced to the Board Resolution.

***In case of a Partnership Firm:***

The Authorised Signatory can only be one of the Partners whose name appears in the Partnership Deed and DGFT's IEC database

***In case of a Proprietorship Firm:***

The Authorised Signatory can only be the Proprietor whose name appears in the Sales Tax Registration document / Document of IT Returns filed and DGFT's IEC database

**Who is the Banker?**

This is the Branch Manager of the Bank where the EXIM Organisation holds a valid bank account. This person may also be another employee of the same bank of the same or higher grade as a Branch Manager.

**Type of Bank Acceptable:** Nationalised Bank or Scheduled Bank.

**Who can apply for a Safe EXIM Digital Certificate?**

***In case of a Limited Company:***

Any employee of the company authorized to interact with DGFT on behalf of the company.

***In case of a Partnership Firm:***

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Any of the partners of the firm whose name is registered in DGFT's IEC database can apply for the Safe EXIM certificate. An employee who is not a partner of the firm is NOT authorised to apply for a Safe EXIM certificate

***In case of a Proprietorship concern:***

Only the proprietor of the concern whose name is registered in DGFT's IEC database is authorised to apply for the Safe EXIM certificate.

## Category-wise Document Requirements for obtaining the Safe EXIM Digital Certificate

<b>Private Ltd and Public Ltd Companies</b>	<p><b>POR</b> documents – attested by an Authorized Signatory</p>
	<p><b>Certificate Application Form</b> (<i>Format given in Annexure A</i>)  <b>Case 1: If the Certificate Applicant is different from the Authorized Signatory:</b></p> <ol style="list-style-type: none"> <li>a. The photograph of the Certificate Applicant must be attested by the organization’s Authorised Signatory by placing his signature half way across the photograph and the Certificate Application Form</li> <li>b. The 2<sup>nd</sup> section must be duly filled by the Authorized signatory</li> </ol> <p><b>Case 2: If the Certificate Applicant is the Authorized Signatory himself/herself:</b></p> <ol style="list-style-type: none"> <li>a. Photograph of Certificate Applicant who is the Authorized Signatory must be attested by the organization’s Banker by the Banker placing his/her signature halfway across the photograph and the Certificate Application Form</li> <li>b. The 2<sup>nd</sup> section need not be filled.</li> </ol>
	<p><b>Signature Verification Letter</b> (<i>Format given in Annexure B</i>)          Must be duly completed and signed by both the Authorised Signatory and the Official Banker of the organization</p>
<b>Partnership Firms</b>	<p><b>POR</b> – Attested by the Authorized Signatory</p>
	<p><b>Certificate Application Form</b> (<i>Format given in Annexure A</i>)</p> <ol style="list-style-type: none"> <li>a. Photograph of the Partner must be attested by the Organizations official Banker by placing his signature half across the photograph and the Certificate Application Form.</li> <li>b. The 2<sup>nd</sup> section need not be filled.</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>a. Another Partner may attest the photograph of one Partner by placing his signature half across the photograph and the Certificate Application Form.</li> <li>b. The 2<sup>nd</sup> section must be filled.</li> <li>c. SVL must be submitted for the Partner attesting the Photograph.</li> </ol>
	<p><b>Signature Verification Letter</b> (<i>Format given in Annexure B</i>)          Must be duly completed and signed by both the Authorized Signatory (Partner / Partners as the case may be ) and the Official Banker of the organization</p>
<b>Sole Proprietorship Firms</b>	<p><b>POR</b> – Attested by the Authorized Signatory</p>
	<p><b>Certificate Application Form</b> (<i>Format given in Annexure A</i>)</p>

	<p>a. Photograph of the Proprietor must be attested by the Organization's official Banker by placing his signature half across the photograph and the Certificate Application Form</p> <p>b. The 2<sup>nd</sup> section need not be filled.</p>
	<p><b>Signature Verification Letter</b> (<i>Format given in Annexure B</i>) Must be duly completed and signed by both the Authorized Signatory (only the Proprietor or Partner) and the Official Banker of the organization.</p>

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## Safe EXIM Digital Certificate Application Form

### Instructions to Certificate Applicant

1. **Download the Certificate Application Form from <http://safeexim.safescript.com> . The form is also available in the Safe EXIM CD given to you. A format is enclosed in Annexure A**
2. **Complete and Print out** the Certificate Application Form on your Organization's Letter Head
3. **If you, the Certificate Applicant, are not the Authorised Signatory of your organization,** your Certificate Application Form must be reviewed and the second section must be duly completed and signed by the Authorized Signatory of your Organisation
  - a) A recent passport copy of your photograph must be pasted on this Certificate Application Form and must be attested by your organization's Authorised Signatory by placing his signature half across the photograph and the Certificate Application Form
  - b) You are responsible for giving the "Instructions to the Authorised Signatory" to the Authorised Signatory of your Organisation
  - c) You must also ensure that the Signature Verification Letter (Annexure B) is duly completed and signed by both the Authorised Signatory and the Official Banker of your organisation
4. **If you, the Certificate Applicant, are also the Authorized Signatory of your Organisation,** then you will need to complete only the first section of this Certificate Application Form
  - a) A recent passport copy of your photograph must be pasted in this letter and must be attested by your organization's Official Banker by placing his signature half across the photograph and the Certificate Application Form.
  - b) You will also need to complete and sign the Signature Verification Letter (Annexure B). The Official Banker of your Organisation must then complete and sign the relevant portions of the Signature Verification Letter.
5. The Certificate Application Form contains a field at the top asking for the "Safe EXIM Serial Number". This is the Serial Number that is given at the back of the Safe EXIM pack you have purchased. Please fill in this number carefully and use this for tracking your order with SafeScript.
6. The original Certificate Application Form and the Signature Verification Letter (Annexure B) along with the attested POR documents must be sent to SafeScript, for us to complete the Verification Procedure, before we can issue you a Safe EXIM Digital Certificate.

***It is strongly recommended that you retain a photocopy of all the documents sent to SafeScript. You will need to refer to them when you enrol online for your certificate.***

As soon as SafeScript validates your application and your online enrolment, you will receive an approval e-mail (sent to the e-mail address of the Certificate Applicant listed in the online enrolment) that will provide instructions for picking up your Safe EXIM Digital Certificate.

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## Instructions to the Authorized Signatory

The document you are attesting is part of the enrolment process for a Safe EXIM Digital Certificate. This Digital Certificate will enable the Certificate Applicant to act for and on behalf of your organization on the DGFT portal. The applicant will be able to digitally sign the license applications on behalf of your organization. Before issuing this certificate, SafeScript needs to ascertain that the Certificate Applicant is authorized to request a Safe EXIM Digital Certificate to represent your Organization in interactions with DGFT.

If you would like more information about Digital Certificates or the enrolment process please visit SafeScript at designated site <http://safeexim.safescrypt.com>.

You will need to:

1. Review the completed Certificate Application Form
2. Attest the photograph of the Certificate Applicant by placing your signature half across the photograph and the Certificate Application Form
3. Affirm that the Certificate Applicant is an employee of your organization
4. Affirm that the Certificate Applicant has personally completed the online enrolment on the SafeScript designated website.
5. Complete and sign the Signature Verification Letter (Annexure B) and ensure that your organization's Official Banker completes the relevant section

## Instructions for the Signature Verification Letter

1. The Signature Verification Letter should be in the prescribed format only and printed on the letterhead of the Organisation in the Online Certificate Application.
2. The letter must be completed and signed by both the Authorised Signatory and the Official Banker of your organization
3. The Banker must affix the Bank Seal at the end of the letter

<To be printed on the Letterhead of the EXIM Organisation>  
Safe EXIM Digital Certificate Application Form

Paste  
Certificate  
Applicants  
Passport-size  
Photograph  
here duly  
attested

Safe EXIM Serial Number: \_\_\_\_\_

Certificate Applicant Data (as entered on the Online Enrolment Form)

Name of the EXIM Organization: \_\_\_\_\_

IEC: \_\_\_\_\_ Branch Code (if applicable): \_\_\_\_\_

Postal Address of the EXIM Organization (as registered with DGFT):  
\_\_\_\_\_

State: \_\_\_\_\_ PIN Code: \_\_\_\_\_ Country: India

First Name of Certificate Applicant: \_\_\_\_\_

Last Name of Certificate Applicant: \_\_\_\_\_

E-mail ID of Certificate Applicant: \_\_\_\_\_

Residence Address of Certificate Applicant: \_\_\_\_\_

State: \_\_\_\_\_ PIN Code: \_\_\_\_\_ Country: India

I do hereby declare that the information furnished above is true to the best of my knowledge and belief, and that I have personally enrolled at SafeScript's designated website for a Safe EXIM Digital Certificate, for use with the DGFT online application, on behalf of my organization. I also confirm that I have read the Subscriber Agreement published on the online enrolment form and also at [https://www.safescript.com/repository/agreements/Subscriber\\_Agmt-RCAI\\_Hierarchy.pdf](https://www.safescript.com/repository/agreements/Subscriber_Agmt-RCAI_Hierarchy.pdf)

I understand that, while holding a valid Safe EXIM Digital Certificate, if this certificate ever needs to be revoked, it is my organization's responsibility to inform SafeScript regarding the same.

(Signature of the Certificate Applicant)

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

(Company Seal)

<This Section is to be completed the Authorised Signatory, if the Applicant is not the Authorised Signatory>

I, the Authorized Signatory for the above Organisation, certify that on \_\_\_\_\_ (Date), the Certificate Applicant, as stated above, is an employee of our organization with Employee ID number \_\_\_\_\_ (Employee ID of the Certificate Applicant).

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 online web-application. Specifically, the Certificate Applicant is authorized to sign the various DGFT license applications.

I hereby authorize the above Certificate Applicant to apply for and request a Safe EXIM Digital Certificate, valid for one year from the date of issuance. The Certificate Applicant has personally done the online enrolment for the SafeEXIM Digital Certificate at the SafeScript designated website.

I have read the "Instructions to the Authorized Signatory" and acknowledge by my signature, that the information in this document is complete and accurate as per our office records.



Full Name of Authorised Signatory: \_\_\_\_\_

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

E-mail ID: \_\_\_\_\_

**(Signature of Authorised Signatory)**

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**Annexure B: Signature Verification Letter**

<To be printed on the letterhead of the EXIM Organisation>

**Signature Verification Letter**

TO SAFESCRIPT LIMITED

This is to Certify that ..... (Name of the Organisation)  
with its Office at ..... (Address of the  
Organisation) is maintaining a bank account (A/c No. ....) with our  
Bank ..... (Bank Name) and operating that account in the normal  
course of its business/activities. Mr/Ms..... is the authorized  
signatory for the operation of the account. His/Her signature as appearing below is duly  
attested (as per the records available with the bank).

(Signature of the Authorised Signatory)

(Signature of the Branch Manager)

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

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

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

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

Phone No: \_\_\_\_\_

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

**(Bank Seal)**