



Details required for DGFT Certificate:

- Copy of PAN & passport size photo of Applicant
- Company ID card
- GST Registration Certificate
- Company PAN if any
- IEC Certificate
- Email id (Please provide the one which is having in DGFT profile)
- Mobile No.
- Board Resolution (Format Attached Below) (Only for Limited Companies)
- Authorization Letter (Format Attached Below)

Note:

- ✓ No hard copy needed only Scan Copy is required
- ✓ Required 2 OTP on Mobile & 1 on email
- ✓ Video Verification need to be done – link will be sent to mobile & email provided.

For any further clarifications you may call us @ 96999 35868 | 98716 71485 | 81789 55567

Govindam Digital Solutions Private Limited

Reg. Office No. 303, Triveni Complex, Near Hira Sweets, Laxmi Nagar, New Delhi-110092

Email- info@govindam.in | Website- www.govindam.in

(To be printed on Organization Letterhead with duly Sign and Stamp by the authorize person)

Authorization Letter for Applying Digital Signature Certificate

Date:

To,
VSign CA
2nd Floor, Bhavna Building, V.S. Marg,
Prabhadevi, Mumbai – 400025

I hereby authorize Mr. _____ holding mobile number _____ to apply for “VSign Digital Signature Certificate” on behalf of our organization (Name of the Organization). I certify the physical verification of the applicant and confirm that the information submitted by him / her is correct to the best of my knowledge.

Name of the Authorizing Person	
Designation of the Authorizing Person	
Identity Details	
Place and Date	
Signature with Company Seal	

Board Resolution (Suggested format)

(To be printed on organization letter head)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF (Company Name) _____ HELD ON (Date) _____
AT (Address) _____

RESOLVED THAT the company has decided to authorize, Mr. / Ms. _____
_____ and is hereby authorized to sign and submit all the necessary papers, letters, forms, etc. to be submitted by the company in connection with "authorizing any of the personnel of the company (applicant) to procure Digital Certificate". The acts done and documents shall be binding on the company, until the same is withdrawn by giving written notice thereof.

Specimen Signatures of Authorised Signatory:

(Signature)

RESOLVED FURTHER THAT, a copy of the above resolution duly certified as true by designated Director / Authorised Signatory of the company be furnished to Verasys Technologies Pvt. Limited and such other parties as may be required from time to time in connection with the above matter.

For the Organization,

(Seal & Signature)

Name: _____

Designation: _____