

READY RECKONER FOR SAFE EXIM VALIDATION

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

<u>Sr. No.</u>	<u>Documents Required</u>	<u>Purpose intended</u>
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.

Address : Office No:10, Raj House, 2nd Cross Lane, N M Joshi Marg, Byculla (W) Mumbai 400027

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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.

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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:

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.

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

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