

NCODE DOCUMENTS FOR DSC (FRESH APPLICATION)

Greeting from **TECHOPTIONS**.

This is with Reference to your enquiry regarding **DGFT Digital Signature**.

Please find the attached Ncode DGFT Digital Certificate Forms. **Please follow the rules mentioned below.**

- Make sure the checklist (Page 4) is properly filled and checked.
- We recommend you to **give a perfectly valid and working email address** as the applicant will have to confirm the Digital Signature Application by replying to the default email generated.
- Make sure the **Applicant signs** across the Passport size photograph on Form A
- We recommend you to apply for n exim certificate in the name of an **authorized signatory** like Proprietor, Partner, Director, and Senior Manager Etc. who are supposed to stay in the company for a longer period of time. If the applicant himself is authorized signatory then he/she will authorize himself/herself in the "Signature Verification Letter"
- "Signature Verification Letter" to be printed on the **Organization's Original Letter head**.
- All Supporting documents to be attested by Authorized Signatory. All pages of the form and supporting documents should bear the **company rubber stamp**
- Please give copy of Government issued photo id of applicant.
- Payment to be made in favour of **TECHOPTIONS INFOSOLUTIONS PVT LTD.**