

DOCUMENTS REQUIRED

Photo.Identity.Proof.of.Applicant (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class.2. Individual Class.2..Organization Class.3. Individual Class.3..Organization DGFT	PAN Card Passport Voter ID Card Driving License
Address.Proof.of.Applicant (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class.2. Individual Class.2..Organization Class.3. Individual Class.3..Organization DGFT	Ration Card Passport Voter ID Card Driving License
Latest.Photograph (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class.2. Individual Class.2..Organization Class.3. Individual Class.3..Organization DGFT	Colour Passport Size Photograph should be Affixed with Attestation of Authorised Signatory or Banker in Case of Class 2 & 3 with Organization, DGFT and Self Attestation in case of Class 2 & 3 Individual.
Establishment.Proof (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class.2..Organization Class.3..Organization DGFT	Certificate of Incorporation Memorandum & Article of Association Registered Partnership Deed Valid Business License
Financial.Proof (Self Attestation and Attestation by any CA / CS / Bank Official / Notary Public / Gazetted Officer)	Class.2..Organization Class.3..Organization DGFT	Annual Report Income Tax Return Bank Details Statement of Income
Signature.Verification.Letter	Class.2..Organization Class 3 Individual Class.3..Organization DGFT	Must be Duly Completed and Signed by Both Authorized Signatory and Bank Official.
Import.Export.Code	DGFT	Copy Of Import Export Code is must.
Applicant.Declaration.Form	Class.2. Individual Class.2..Organization Class.3. Individual Class.3..Organization DGFT	Must be Duly Completed and Signed by Both Applicant and Proposer.

- Two Identity Proofs Required in case of Class 3 Individual, Class 3 Organization and DGFT.
- In case of DGFT Renewal you have to submit Self Attested Print Out of Public Key of the Old Digital Signature Certificate. For the Print Out you have to follow the procedure mentioned below – Open the Internet Explorer – Tools – Internet Options – Content – Certificates – Select the Name – Click on View – Details – Subject – Click on Print Screen Button – Copy into Paint – Save as Jpg File..