

INDEX

[Organisation Authorised Signatory](#)

[Organization Documents](#)

[Organisation Government Authorised Signatory](#)

[Foreign Organization scanned copy of following](#)

[Foreign Individual](#)

[Individual Pan Kyc](#)

Disclaimer

This document helps you provide correct documentation according to the compliance.
All the documents mentioned in this are an abstract from the IVG guidelines laid by the
Controller of certifying authority.
For Complete details please refer to CCA's IVG Guidelines, here is the [Link](#).

Important Note

It is mandatory to display original documents during video recording in all cases.
Scanned copy of Employee Pan or Aadhar, whichever number is mentioned in Order.

Hint:-

Complete Mobile and Email Verification through OTP (OR) you can later complete the
verification process by clicking on the "Save record" button, then a link will be sent to the
registered Email ID to complete the verification and eSign process..

Organisation Authorised Signatory

1. Scanned copy of Organization Authorization Letter
2. Scanned copy of Organization ID Proof of Authorised Signatory
3. Scanned copy of Authorised Signatory Pan or Aadhar, which number mention in Order details
4. Applicant photo should be image (.jpeg, .png, .jpg) upto 30KB allowed (200px X 150px)

(Note: The authorization by the resolution of board of directors for the authorized representative to forward / certify the application form for DSC)

Organization Documents

With GST

The proof of organisational GST verification(Filing copy or Bank statement)

Without GST

1. Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement should be in the “organization name”. As an alternative to a bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.
2. Copy of Organization Incorporation Certificate.
3. Copy of Organization PAN Card

Organisation Employee

1. Organisation identification.
2. Authorization letter

Organisation Government Authorised Signatory

1. Scanned copy of Organization Authorization Letter
2. Scanned copy of Organization ID Proof of Authorised Signatory

3. Scanned copy of Authorised Signatory Pan or Aadhar, which number mention in Order details
4. Applicant photo should be image (.jpeg, .png, .jpg) upto 30KB allowed (200px X 150px)

Foreign Organization

1. Applicant Govt issued ID Proof/Organisational ID Proof.
2. Certificate of Incorporation/Company's Registration Certificate (as an entity proof)*
3. Authorisation letter from Organisation with Authorised Signatory Id Proof.
4. A) Organisational existence, publicly verifiable and listed/recognized by local government reference of organisation in database/registry should be provided*
B) List of directors/Any organization documents that contain applicant or authorised person's name
5. If Organisation is registered under Indian Government then a scanned copy of Authorisation letter(contain applicant details) issued from Organisation can be accepted as address proof/existence of Organisation for DSC.
6. Passport size Photo of the applicant in JPG / PNG format

Foreign Individual

1. Identity proof, the scanned copy of Passport/Local Govt issued identity/PAN/OCIpassport can be submitted.
2. Address proof the scanned copy of passport/OCI passport/local government issued id having address/bank details having address/any utility bills in the name of applicant issued within three months/ document issued from embassy with residential address can be provided
3. Passport size Photo of the applicant in JPG / PNG format

Individual Pan Kyc

1. Copy of PAN card
2. Copy of Address Proof
3. Passport size Photo of the applicant in JPG / PNG format