

List of Documents Required for processing DSC Application

Type of Applicant:

Organization Proprietor

If DSC Applicant is a Proprietor – With GST	
1	Applicant Org ID Card / Pan Card
2	GST

If DSC Applicant is a Proprietor – Without GST	
1	Applicant Org ID Card / Pan Card
2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments - Note Reg Copy Should Have the Org Name & Proprietor Name if Proprietor Name is missing, we need the Bank Manager Certificate to confirm he is the Proprietor of the Said Organisation.

List of Documents Required for processing DSC Application

Type of Applicant:

Organization : Partnership

Partnership – With GST	
Case	If the Applicant is Partner
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	GST Copy
3	Partnership Deed
4	Company Pan Card
5	Authority Letter
6	Govt issued ID Card or Org ID Card of the Authorizing Signatory

Partnership – Without GST	
Case	If the Applicant is Partner
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments
3	Company Pan Card
4	Authority Letter
5	Govt issued ID Card or Org ID Card of the Authorizing Signatory

Partnership – With GST	
Case	If the Applicant is Not Partner
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	GST Copy
3	Partnership Deed
4	Company Pan Card

5	Authorization letter From the Authorized Person
6	Org ID Proof of the Authorization letter
7	Authority Letter

Partnership – Without GST	
Case	If the Applicant is Not Partner
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments)
3	Company Pan Card
4	Authorization letter From the Authorized Person
5	Govt issued ID Card or Org ID Card of the Authorizing Signatory
6	Authority Letter

List of Documents Required for processing DSC Application

Type of Applicant:

Organization : Private Limited / Public Limited

Private Limited / Public Limited – With GST	
Case	If the Applicant is Director
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	GST Copy
3	Company Pan Card
4	List Of Directors
5	Board Resolution or POA or Authority Letter
6	Govt issued ID Card or Org ID Card of the Authorizing Signatory

Private Limited / Public Limited – Without GST - Presently we do not have system	
Case	If the Applicant is Director
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments) & Certificate of Incorporation
3	Company Pan Card
4	Board Resolution or POA or Authority Letter
5	Govt issued ID Card or Org ID Card of the Authorizing Signatory

Private Limited / Public Limited – With GST	
Case	If the Applicant is Not Director
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	GST Copy
3	Authorization letter From the Authorized Person
4	Authorization Person ID Card
5	Company Pan Card
7	Board Resolution or POA or Authority Letter
8	Govt issued ID Card or Org ID Card of the Authorizing Signatory

Private Limited / Public Limited – Without GST – We do not have the system	
Case	If the Applicant is Not Director
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org

2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments) & Certificate of Incorporation
3	Company Pan Card
4	Authorization letter From the Authorized Person
5	Org ID Proof of the Authorized Person
6	Board Resolution or POA or Authority Letter
7	Govt issued ID Card or Org ID Card of the Authorizing Signatory

List of Documents Required for processing DSC Application

Type of Applicant:

Organization : NGO

<u>NGO – With GST</u>	
Case	If the Applicant is Managing Trustee
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	GST Copy
3	TRUST Pan Card
4	Trust Deed
5	Board Resolution or POA
6	Govt issued ID Card or Org ID Card of the Authorizing Signatory

<u>NGO – Without GST</u>	
Case	If the Applicant is Managing Trustee
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body and COI
3	TRUST Pan Card
4	Board Resolution or POA
5	Govt issued ID Card or Org ID Card of the Authorizing Signatory

<u>NGO – With GST</u>	
Case	If the Applicant is Not Managing Trustee
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	GST Copy
3	Authorization letter From the Authorized Person
4	Authorizing Person ID Card
5	Company Pan Card
7	Board Resolution or POA or Authority Letter
8	Govt issued ID Card or Org ID Card of the Authorizing Signatory

<u>NGO – Without GST</u>	
Case	If the Applicant is Not Managing Trustee
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments)
3	TRUST Pan Card
4	Authorization letter From the Authorized Person
5	Org ID Proof of the Authorized Person
6	Board Resolution or POA
7	Govt issued ID Card or Org ID Card of the Authorizing Signatory

List of Documents Required for processing DSC Application

Type of Applicant:

Organization :LLP

LLP – With GST	
Case	If the Applicant is Director
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	GST Copy
3	Company Pan Card
4	Board Resolution or POA or Authority Letter
5	Govt issued ID Card or Org ID Card of the Authorizing Signatory

LLP – Without GST	
Case	If the Applicant is Director
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments)
3	Company Pan Card
4	Board Resolution or POA or Authority Letter
5	Govt issued ID Card or Org ID Card of the Authorizing Signatory

LLP – With GST	
Case	If the Applicant is Not Director
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	GST Copy
3	Authorization letter From the Authorized Person
4	Authorization Person ID Card
5	Company Pan Card
7	Board Resolution or POA or Authority Letter
8	Govt issued ID Card or Org ID Card of the Authorizing Signatory

LLP – Without GST	
Case	If the Applicant is Not Director
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Statement Signed by Bank AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments)
3	Company Pan Card
4	Authorization letter From the Authorized Person
5	Org ID Proof of the Authorized Person
6	Board Resolution or POA or Authority Letter
7	Govt issued ID Card or Org ID Card of the Authorizing Signatory

List of Documents Required for processing DSCApplication

Type of Applicant:

Organization : GOVT

<u>Govt</u>	
Case	If The Applicant & Authorized Person are same
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Authority Letter
3	Org ID card of the Authorizing Person

<u>Govt</u>	
Case	If The Applicant & Authorized Person are Different
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Authorization letter From the Authorized Person
3	Org ID Proof of the Authorized Person
4	Authority Letter
5	Org ID card Authorizing Person

<u>Bank</u>	
Case	If The Applicant & Authorized Person are same
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Org Pan Card
3	Bank GST Copy If No GST Incorporation Certificate or Banking License copy
4	Authority Letter
5	Org ID card of the Authorizing Person

<u>Banks</u>	
Case	If The Applicant & Authorized Person are Different
1	Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org
2	Bank Org Pan Card
3	Bank GST Copy If No GST Incorporation Certificate or Banking License copy
4	Authorization letter From the Authorized Person
5	Org ID Proof of the Authorized Person
6	Authority Letter
7	Org ID card of the Point No 7