

Common requirements for all type of DSC

- a) Application form filled and Signed with **BLUE INK** for processing of DSC (Digital Signature Certificate)
- b) ID proof of applicant (PAN Card / Driving License / Passport / Bank Passbook with Photo) – duly attested by banker /post master / gazzeted officer.
- c) Other required documents:

Non-Government Organization ( NGO)	College - Govt	College – Non Govt	College (or trust)
<ol style="list-style-type: none"> <li>1. ID proof of authorizer ( PAN Card / Driving License / Passport / Bank Passbook with Photo) – self attested</li> <li>2. Address Proof of NGO (Bank statement attested by the Bank (Latest 3 months)/ Electricity bill / Mobile / Telephone bill / Service / VAT / Sales / Property Tax ) - duly attested by banker /post master / gazzeted officer</li> <li>3. Following documents Of NGO               <ol style="list-style-type: none"> <li>a) PAN Card of NGO/Trust +</li> <li>b) Incorporation and Registration Certificate issued by authority such</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. ID proof of authorizer ( PAN Card / Driving License / Passport / Bank Passbook with Photo) – self attested</li> <li>2. Address Proof of Govt college (Applicant ID / letter mentioning the address with sign and stamp)</li> <li>3. ---</li> </ol>	<ol style="list-style-type: none"> <li>1. ID proof of authorizer ( PAN Card / Driving License / Passport / Bank Passbook with Photo) – self attested</li> <li>2. Address Proof of college (Bank statement attested by the Bank (Latest 3 months)/ Electricity bill / Mobile / Telephone bill)</li> <li>3. Following College documents               <ol style="list-style-type: none"> <li>a) Copy of Registration certificate / copy of certificate issued by any Govt. dept +</li> <li>b) Bank stmt +</li> <li>c) Income Tax return (Last</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. ID proof of authorizer ( PAN Card / Driving License / Passport / Bank Passbook with Photo) – self attested</li> <li>2. Address Proof of trust (Bank statement attested by the Bank (Latest 3 months)/ Electricity bill / Mobile / Telephone bill / Service / VAT / Sales / Property Tax ) - duly attested by banker /post master / gazzeted officer</li> <li>3. Following documents Of trust               <ol style="list-style-type: none"> <li>a) PAN Card of NGO/Trust +</li> <li>b) Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances +</li> <li>c) Copy of trust deed +</li> </ol> </li> </ol>

<p>as Registrar /sub-assurances +</p> <p>c) Copy of rules and Bye laws of NGO +</p> <p>d) College Bank stmt.(First 2 pages ) verified/attested by Banker +</p> <p>e) Income Tax return (Last financial year)</p> <p>4. Note: Authorized person's sign is required in section 4 of the Application form, with Rubber Stamp and his Identity proof (Self attested).</p>	<p>4. In Section 4 of application form stamp and sign of principle is required.</p>	<p>financial year)</p> <p>4. In Section 4 of application form stamp and sign of principle is required.</p>	<p>d) College Bank stmt.(First 2 pages ) verified/attested by Banker +</p> <p>e) Income Tax return (Last financial year)</p> <p>4. Note: Authorized person's sign is required in section 4 of the Application form, with Rubber Stamp and his Identity proof (Self attested).</p>
<p>Note:</p> <ul style="list-style-type: none"> <li>▪ Once above docs are processed we will be pleased to generate your digital signature and submit to you on a simple SMS verification.</li> <li>▪ If in case any of the documents is not available then declaration on the letter head with stamp sign of proper authority can be attached.</li> <li>▪ In case of Govt Applicant - ID proof Govt dept. is compulsory or else service letter with photo and stamp is required.</li> <li>▪ PAN Card as an ID Proof will be a compulsion if you are intended to use your Digital signature on income tax or other some sites if instructed.</li> <li>▪ Only for Class 3 DSC a Video Recording will be required.</li> <li>▪ Spelling of Applicant's Name &amp; Company Name written on Form should match exactly with Proofs submitted. Else please give another proof, with matching spelling. All the documents should be in English language. If not then kindly get the documents translated in English language.</li> <li>▪ Attester's Details :- <ul style="list-style-type: none"> <li>• Name and contact number</li> <li>• Designation</li> <li>• Signature with <b>BLUE INK</b></li> <li>• Seal / Stamp.</li> </ul> </li> </ul>			