

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:

Partnership firm	Proprietorship firm	Private or Public Company	foreign Company	Government/Govt. Company
<p>1. ID proof of another Partner (PAN Card / Driving License / Passport / Bank Passbook with Photo) – self attested</p> <p>2. address Proof of Partnership firm (Bank statement attested by the Bank (Latest 3 months)/ Electricity bill / Mobile / Telephone bill / Service / VAT / Sales / Property Tax)</p> <p>3. Following Partnership documents a) Partnership deed + a) Firm PAN Card + b) Bank stmt + c) Income Tax return (Last financial year)</p>	<p>1. ID proof of Proprietor with Proprietorship stamp (PAN Card / Driving License / Passport / Bank Passbook with Photo) – self attested</p> <p>2. Address Proof of Proprietorship firm (Bank statement attested by the Bank (Latest 3 months)/ Electricity bill / Mobile / Telephone bill / Service / VAT / Sales / Property Tax)</p> <p>3. Following Proprietorship documents a) Shop and Establishment / Vat certificate / Service tax / Sales tax + b) Bank stmt + c) Income Tax return (Last financial year)</p>	<p>1. ID proof of authorizer (PAN Card / Driving License / Passport / Bank Passbook with Photo) – self attested</p> <p>2. Address Proof of company (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</p> <p>3. Following Company documents a) Company Pan Card + b) Certificate of Incorporation + c) Article of association (First 2 pages) d) Memorandum of association (First 2 pages) +</p>	<p>1. ID proof of authorizer (PAN Card- if available / Driving License / Passport / Bank Passbook with Photo) – self attested</p> <p>2. Address Proof of company (Bank statement attested by the Bank (Latest 3 months)/ Electricity bill / Mobile / Telephone bill / Service / VAT / Sales / Property Tax) - duly attested by Apostle notary OR Banker OR Embassy</p> <p>3. Following Company documents a) Company Bank stmt.(First 2 pages) + b) Certificate of Registration + c) Audit report along with the annual return of last financial year (First 2 pages) +</p>	<p>1. ID proof of authorizer (PAN Card / Driving License / Passport / Bank Passbook with Photo) – self attested</p> <p>2. Address Proof of Govt Company (Govt Dept ID with address/Service letter from HOD/ declaration regarding address with stamp and sign)</p> <p>3. ---</p>

<p>4. Note: Partner's stamp and sign of another partner is required in section 4 of the Application form with his Identity proof (Self attested).</p>	<p>4. Note: proprietor's sign is required in section 4 of the Application form, with Rubber Stamp and his Identity proof (Self attested).</p>	<p>e) Company Bank stmt.(First 2 pages) + f) Audit report along with the annual return of last financial year (First 2 pages) + g) Copy of the resolution of board of directors authorizing the applicant for DSC and the person signing in section 4 h) If any document missing declaration on letter head of company is required)</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>d) Copy of the resolution of board of directors authorizing the applicant for DSC and the person signing in section 4</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. Note: Authorized person's sign is required in section 4 of the Application form, with Rubber Stamp and his Identity proof (Self attested).</p>
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Note:

- Once above docs are processed we will be pleased to generate your digital signature and submit to you on a simple SMS verification.
- 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.
- In case of Govt Applicant - ID proof Govt dept. is compulsory or else service letter with photo and stamp is required.
- 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.
- Only for Class 3 DSC a Video Recording will be required.
- Spelling of Applicant's Name & 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.
- Attester's Details :-
 - Name and contact number
 - Designation
 - Signature with **BLUE INK**
 - Seal / Stamp.

