**Digital Signature Certificate For Organization:**

***A) PROPRIETORSHIP FIRM:***

**Documents Requirement (Soft Copy) for Organization DSC for *Proprietorship Firm:***

**1. APPLICANT PAN CARD. (COLOUR COPY)**

**2. APPLICANT'S VALID MOBILE NUMBER & E-MAIL ID.**

**3. APPLICANT’S ONE COPY COLOUR PASSPORT SIZE PHOTOGRAPH.**

**4. GST REGISTRATION CERTIFICATE (FROM -06)**

**5. ORGANIZATION BANK STATEMENT (IT IS NOT REQUIRED IF PROCESS WITH GST) (2 PAGES                                             OF LATEST 1 WEEK)**

**6. COMPANY TRADE LICENCE/ COMPANY REGISTRATION (IT IS NOT REQUIRED IF PROCESS WITH GST)**

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***B)* *PARTNERSHIP FIRM:***

**Documents Requirement (Soft Copy) for Organization DSC *for the Partnership Firm:***

**1. APPLICANT PAN CARD. (COLOUR COPY).**

**2. APPLICANT'S VALID MOBILE NUMBER & E-MAIL ID.**

**3. APPLICANT’S ONE COPY COLOUR PASSPORT SIZE PHOTOGRAPH.**

**4. AUTHORIZING PARTNER'S PAN CARD. (COLOUR COPY).**

**5. COMPANY PAN CARD.**

**6.  PARTNERSHIP DEED.**

**7. GST REGISTRATION CERTIFICATE (FROM -06).**

**8. COMPANY TRADE LICENCE/ COMPANY REGISTRATION (IF IS NOT REQUIRED IF PROCESS WITH GST)**

**9. ORGANIZATION BANK STATEMENT (IT IS NOT REQUIRED IF PROCESS WITH GST) (2 PAGES OF LATEST 1 WEEK).**

**10.  AUTHORIZATION LETTER (ON COMPANY LETTERHEAD), FORMAT ATTACHED. THE LETTER SHOULD BE ATTESTED BY THE AUTHORIZING SIGNATORY WITH THE ORGANIZATION STAMP.**

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***C) LIMITED OF PRIVATE LIMITED COMPANY:***

**Documents Requirement (Soft Copy) for Organization DSC for Limited & Private Limited Company:**

**1. APPLICANT PAN CARD. (COLOUR COPY).**

**2. APPLICANT'S VALID MOBILE NUMBER & E-MAIL ID.**

**3. APPLICANT’S ONE COPY COLOUR PASSPORT SIZE PHOTOGRAPH.**

**4. AUTHORIZING DIRECTOR'S PAN CARD. (COLOUR COPY).**

**5. COMPANY PAN CARD.**

**6. CERTIFICATE OF INCORPORATION.**

**7. GST REGISTRATION CERTIFICATE (FROM -06).**

**8. ORGANIZATION BANK STATEMENT (IT IS NOT REQUIRED IF PROCESS WITH GST) (2 PAGES OF LATEST 1 WEEK).**

**9. COMPANY TRADE LICENCE/ COMPANY REGISTRATION (IT IS NOT REQUIRED IF PROCESS WITH GST).**

**10. BOARD RESOLUTION OR COPY OF LIST OF DIRECTOR’S DETAILS FROM MCA WEBSITE (**[**HTTP://WWW.MCA.GOV.IN/MCAFOPORTAL/VIEWCOMPANYMASTERDATA.DO**](http://www.mca.gov.in/mcafoportal/viewCompanyMasterData.do)**).**

**11.  AUTHORIZATION LETTER (ON COMPANY LETTERHEAD), FORMAT ATTACHED. THE LETTER SHOULD BE ATTESTED BY THE AUTHORIZING SIGNATORY WITH THE ORGANIZATION STAMP.**

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***D) NON GOVT. ORG / SOCIETY / TRUST:***

**Documents Requirement (Soft Copy) for Organization DSC of Non Govt. Org / Society / Trust:**

**1. APPLICANT PAN CARD. (COLOUR COPY).**

**2. APPLICANT'S VALID MOBILE NUMBER & E-MAIL ID.**

**3. APPLICANT’S ONE COPY COLOUR PASSPORT SIZE PHOTOGRAPH.**

**4.  CHAIRMAN'S PAN CARD. (COLOUR COPY).**

**5.  TRUST/SOCIETY/NGO PAN CARD.**

**6.  ORG. REGISTRATION CERTIFICATE/COPY OF TRUST DEED.**

**7. ORGANIZATION BANK STATEMENT (IT IS NOT REQUIRED IF PROCESS WITH GST) (2 PAGES OF LATEST 1 WEEK).**

**8. BOARD / AUTHORITY RESOLUTION. (SIGN & STAMP OF DIRECTORS).**

**9. GST REGISTRATION CERTIFICATE (FROM -06).**

**10.  AUTHORIZATION LETTER (ON COMPANY LETTERHEAD), FORMAT ATTACHED. THE LETTER SHOULD BE ATTESTED BY THE AUTHORIZING SIGNATORY WITH THE ORGANIZATION STAMP.**

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***E) INDIVIDUAL DSC:***

**Documents Requirement (Soft Copy) for Individual DSC:**

* **1. APPLICANT'S ORIGINAL PAN CARD.**
* **2. APPLICANT'S ORIGINAL AADHAAR CARD.**
* **3. APPLICANT’S 1 COPY PHOTOGRAPH.**
* **4. VALID E-MAIL ID & MOBILE NUMBER.**