

## Documents required for DSC

<b>Documents required for DSC</b>		<b>For Class-3 organization</b>
<b>For Class 2 &amp; Class 3 for Individual</b>		
<b>ID proof (any one)</b>	<b>Address proof (any one)</b>	
<ul style="list-style-type: none"> <li>Pan card</li> <li>Driving license</li> <li>Voter-ID</li> <li>Passport</li> <li>Post Office ID card</li> <li>Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.</li> <li>Any Government issued photo ID card bearing the signatures of the individual.</li> </ul>	<ul style="list-style-type: none"> <li>Driving license</li> <li>Aadhar card</li> <li>Voter id</li> <li>Passport</li> <li>Telephone Bill</li> <li>Electricity Bill</li> <li>Water Bill</li> <li>Gas connection</li> <li>Bank Statements signed by the bank</li> <li>Service Tax/VAT Tax/Sales Tax registration certificate.</li> <li>Property Tax/ Corporation/ Municipal Corporation Receipt</li> </ul>	<ul style="list-style-type: none"> <li>Pan card of proprietor/director</li> <li>Pan card organization</li> <li>Latest income tax return of organization/Individual</li> <li>Last Audit Report (if Exist) if not than application has to be given mentioning not applicable</li> <li>Company, or firm any registration certificate</li> <li>Authorization letter in company letter head</li> <li>Board resolution letter in letter head</li> </ul>
One passport size photo		Passport size photo of proprietor or director
Self attested in all documents		Self attested and with organization stamp. In all documents with other director or partner to be signed

<b>For Class-3 organization</b>	
<b>Supporting Documents in respect of Existence of organization:</b>	
<b>Category</b>	<b>Documents required</b>
Proprietorship Firm	<ul style="list-style-type: none"> <li>Copy of Business Registration Certificate” (S&amp;E / VAT / ST)</li> <li>Copy of statement of bank account (First and second page)</li> <li>Copy of ITR accompanied by computation of income/financial statement Front side page-1)</li> </ul>
Partnership Firm	<ul style="list-style-type: none"> <li>Copy of partnership deed ( Max of first three pages including list of partners and authorized signatories)</li> <li>Copy of PAN card (Front side page-1)</li> <li>Copy of statement of bank account (First and second page)</li> <li>Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)</li> </ul>
Corporate Entities	<ul style="list-style-type: none"> <li>Copy of Company Pan Card (Front side page-1)</li> <li>Copy of certificate of incorporation(page-1)</li> <li>Copy of article and memorandum of association(First two page)</li> <li>Copy of statement of bank account (First and second page)</li> <li>The copy of audit report along with the annual return pertaining to last financial year (First and second page)</li> <li>The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors</li> </ul>
Association of person (body of individuals)	<ul style="list-style-type: none"> <li>PAN Card of entity</li> <li>Incorporation and Registration Certificate issued by authority such as Registrar</li> <li>Memorandum of Association/copy of rules/Bye laws</li> </ul>

	<ul style="list-style-type: none"> <li>• Copy of Bank Statement</li> <li>• Copy of Income Tax Return of last year</li> <li>• Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents</li> <li>• Certified copy of organizational ID proof of authorized signatory</li> </ul>
Limited Liability Partnership	<ul style="list-style-type: none"> <li>• PAN Card of LLP</li> <li>• Incorporation and Registration Certificate issued by authority such as Registrar</li> <li>• Copy of LLP agreement</li> <li>• Memorandum of Association/copy of rules/Bye laws</li> <li>• Copy of Bank Statement</li> <li>• Copy of Income Tax Return of last year</li> <li>• Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents</li> <li>• Certified copy of organizational ID proof of authorized signatory</li> </ul>
Non-Government Organisation /Trust	<ul style="list-style-type: none"> <li>• PAN Card of NGO/Trust</li> <li>• Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances</li> <li>• Copy of Trust Deed</li> <li>• Copy of rules and Bye laws of NGO</li> <li>• Copy of Bank Statement verified/attested by Banker</li> <li>• Copy of Income Tax Return of last year</li> <li>• Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents</li> <li>• Certified copy of organizational ID proof of authorized signatory</li> </ul>

**Note:**

- In case tax return is not submitted, the organisation should provide a self-affidavit stating the reason
- In case organization name is different from that in PAN card, the proof of name change should be submitted.
- The documents related to the existence of organisation can also be attested by authorized signatory/proprietor for DSC application provided with Certified copy of organizational ID proof of authorized signatory should be provided
- For Class 3 Physical verification and the video recording of interactive session with DSC applicant should be not less than 20 seconds.