

List of Documents Required for DSC Application for various Classes

Class- 2 and Class -3 DSC – For Individual

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|---|--|
| <ul style="list-style-type: none"> • Pan card • One Address proof | <ul style="list-style-type: none"> • Unique –Mobile No. and Email ID • Passport size photo |
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Class-3 and DGFT DSC – For Organization

Partnership firm

- Pan card (of Authorized Partner)
- Firm Pan Card
- One Address proof (of Authorized Partner)
- One Business Certificate
- Latest Bank Statement (2 Pages)
- Partnership Deed
- Authorization Letter (format get from website)
- Other partners ID Proof.
- Unique –Mobile No. and Email ID
- Passport size photo (of Authorized Partner)

Proprietorship

- Pan card
- One Address proof
- One Business Certificate
- Latest Bank Statement (2 Pages)
- Unique –Mobile No. and Email ID
- Passport size photo

Corporate Entities (Private Limited, Limited, LLP)

- Pan card (of Authorized Partner)
- Firm Pan Card
- One Address proof (of Authorized Partner)
- One Business Certificate
- Latest Bank Statement (2 Pages)
- Certificate of Incorporation.
- Articles of MOU
- Audit Report (2 pages)
- ITR (1 pages)
- Authorization Letter (format get from website)
- Board Resolution letter (format Get from Website)
- Other Director’s ID Proof.
- Unique –Mobile No. and Email ID
- Passport size photo (of Authorized Partner)

NGO/TRUST

- Pan card (of Authorized Partner)
- Trust Pan Card
- One Address proof (of Authorized Partner)
- One Business Certificate
- Latest Bank Statement (2 Pages)
- Trust Deed
- Audit Report (2 pages)
- ITR (1 Pages)
- Authorization Letter (format get from website)
- Board Resolution letter (format Get from Website)
- Other Trustee Directors ID Proof.
- Unique –Mobile No. and Email ID
- Passport size photo (of Authorized Trustee)

IEC Certificate compulsory in case of DGFT DSC

List Of Address Proof – Aadhar card, Election card, Driving License, Passport,

List of Business certificate – GST Certificate, MCA (ROC) Certificate, Charity Commission Certificate, LLP Certificate, Shop Establishment Certificate, (Udyog Aadhar- only for Proprietorship)