



Important Notes and Document check list for obtaining Digital Signature Certificate.

Important Note -

Pls. fill application form properly with **Blue Ink** only.

Do not over write and do not use white Ink.

Paste fresh photograph of applicant.

Cross signature on photograph starting from application form (Face should be clear visible, no signature on face). **(Blue Ink)**.

Signature of applicant in Section 3.

Incase applicant is employee of particular organization, company seal & Director's sign in Section 4. **(Not applicable for Individual DSC application)**.

In case of Organization DSC, the one who is attesting on Section -4 and on Company Documents has to provide his Identity proof (Self attested) and his name should be appear in Board of resolution in case of P.Ltd or Ltd company. In case of Partnership, other Partner has to authorize and provide his Identity proof.

Document requirement as below.

For Individual DSC Application Class II

PAN Card Copy of applicant as Identity proof.

Adhar Card, Driving License, Passport copy, Electricity Bill, Telephone Bill, Etc...any one copy as Address proof of applicant.

All doc. should be self-ink signed by applicant.

All attached document are required to be attested by Bank Manager or Postmaster. (Signing person's Name & Contact No. should be Visible)

For Individual with Org. Name DSC Application Class II & Class III

Above Doc. As in Individual DSC Application Class II and others Documents as below.

Corporate Entities:

Copy of Company Pan Card

Copy of certificate of incorporation

Copy of Article and Memorandum of Association (First two page)

Copy of statement of bank account (First and second page)

The copy of audit report along with the annual return pertaining to last financial year (First and second page)

The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

For Organization DSC All Doc. attached are required self-ink signed & company seal.

All attached document are required to be attested by Bank Manager or Postmaster. (Signing person's Name & Contact No. should be Visible)



Partnership Firm:

Copy of partnership deed (Max of first three pages including list of partners and authorized signatories)

Copy of PAN card (Front side page-1)

Copy of statement of bank account (First and second page)

Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

For Organization DSC All Doc. attached are required self-ink signed & company seal.

All attached document are required to be attested by Bank Manager or Postmaster. (Signing person's Name & Contact No. should be Visible)

Individual/Proprietorship Firm:

Copy of Business Registration Certificate" (S&E / VAT / ST)

Copy of statement of bank account (First and second page)

Copy of ITR accompanied by computation of income/financial statement Front side page-1)

For Organization DSC All Doc. attached are required self-ink signed & company seal.

All attached document are required to be attested by Bank Manager or Postmaster. (Signing person's Name & Contact No. should be Visible)

Non-Government Organization/Trust:

PAN Card of NGO/Trust

Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances

Copy of Trust Deed

Copy of rules and Bye laws of NGO

Copy of Bank Statement verified/attested by Banker

Copy of Income Tax Return of last year

Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents

Certified copy of organizational ID proof of authorized signatory

For Organization DSC All Doc. attached are required self-ink signed & company seal.

All attached document are required to be attested by Bank Manager or Postmaster. (Signing person's Name & Contact No. should be Visible)

Please note that as per the Office Order number F.No. CCA/DC/(T)/2013-98/1294 dated 23.01.2015 issued by CCA henceforth E-mail addresses and Mobile No. that are included in Digital Signature Certificates should be unique. One Email-ID or Mobile No. for multiple DSC will not be allowed. The application will get rejected on this ground.

Pls. feel free to communicate with us by mail or phone, seeking any help regarding application form filling or require any other information or clarification.

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