**List of Documents required for processing DSC Application –Ver. 10 Dated 31-08-2022**

**Type of Category: Organization Proprietor**

|  |  |
| --- | --- |
| **If DSC Applicant is a Proprietor – With GST** | |
| 1 | Applicant Org ID Card / Pan Card |
| 2 | GST |
| 3 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| **If DSC Applicant is a Proprietor – Without GST** | |
| 1 | Applicant Org ID Card / Pan Card |
| 2 | Bank Statement Signed by Bank  AND Business Registration Certificate with any Government Body (Eg: Shops &Establishments - Note Reg Copy Should Have the Org Name & Proprietor Name if Proprietor Name is missing, we need the Bank Manager Certificate to confirm he is the Proprietor of the Said Organisation. |
| 3 | Applicant Photo (Recent Not More than 6 Months) |

**List of Documents Required for processing DSC Application**

**Type of Category: Organization: Partnership**

|  |  |
| --- | --- |
| Partnership – With GST | |
| Case | If the Applicant is Partner |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Partnership Deed |
| 4 | Company Pan Card |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| **Partnership – Without GST** | |
| Case | If the Applicant is Partner |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1)Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Business registration certificate including Shops & Establishments. |
| 3 | Company Pan Card |
| 4 | Partnership Deed |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| **Partnership – With GST** | |
| Case | If the Applicant is Not Partner |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Partnership Deed |
| 4 | Company Pan Card |
| 5 | ID Sign Authorization Letter Signed by the Partner with Pan Card |
| 6 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 7 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| **Partnership – Without GST** | |
| Case | If the Applicant is Not Partner |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1)Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Business registration certificate including Shops & Establishments. |
| 3 | Company Pan Card |
| 4 | ID Sign Authorization Letter Signed by the Partner with Pan Card |
| 5 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 6 | Partnership Deed |
| 7 | Applicant Photo (Recent Not More than 6 Months) |

**List of Documents Required for processing DSC Application**

**Type of Category: Organization: Private Limited / Public Limited**

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| --- | --- |
| Private Limited / Public Limited – With GST | |
| Case | If the Applicant is Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Company Pan Card |
| 4 | List Of Directors |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Private Limited / Public Limited – Without GST | |
| Case | If the Applicant is Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation Certificate. |
| 3 | Company Pan Card or COI ( Incorporation Certificate) |
| 4 | List Of Director |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Private Limited / Public Limited – With GST | |
| Case | If the Applicant is Not Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Company Pan Card |
| 4 | Board Resolution or POA Signed by the Director / CS / MD |
| 5 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 6 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Private Limited / Public Limited – Without GST | |
| Case | If the Applicant is Not Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation Certificate. |
| 3 | Company Pan Card |
| 4 | Board Resolution or POA Signed by the Director / CS / MD |
| 5 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 6 | Applicant Photo (Recent Not More than 6 Months) |

**List of Documents Required for processing DSC Application**

**Type of Category: Organization: NGO**

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| --- | --- |
| NGO / TRUST – With GST | |
| Case | If the Applicant is Managing Trustee |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Organization Pan Card |
| 4 | Trust Deed or By Law |
| 5 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 6 | Applicant Photo (Recent Not More than 6 Months) |
| 7 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation certificate. |

|  |  |
| --- | --- |
| NGO / TRUST – Without GST | |
| Case | If the Applicant is Managing Trustee |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation certificate. |
| 3 | TRUST Pan Card & Trust Deed or By law |
| 4 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| NGO /TRUST – With GST | |
| Case | If the Applicant is Not Managing Trustee |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Authorization letter From the President ( Authorized Person) |
| 4 | Authorizing Person ID Card |
| 5 | Company Pan Card & Trust Deed or By law |
| 7 | Board Resolution or POA or Authority Letter |
| 8 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 9 | Applicant Photo (Recent not More than 6 Months) |
| 10 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation certificate. |

|  |  |
| --- | --- |
| NGO / TRUST – Without GST | |
| Case | If the Applicant is Not Managing Trustee |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation certificate. |
| 3 | TRUST Pan Card & Trust Deed or By law |
| 4 | Authorization letter From the President ( Authorized Person) |
| 5 | Org ID Proof of the Authorized Person |
| 6 | Board Resolution or POA |
| 7 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 8 | Applicant Photo (Recent Not More than 6 Months) |

**List of Documents Required for processing DSC Application**

**Type of Category: Organization: LLP**

|  |  |
| --- | --- |
| LLP – With GST | |
| Case | If the Applicant is Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Company Pan Card |
| 4 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| LLP – Without GST | |
| Case | If the Applicant is Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation Certificate. |
| 3 | Company Pan Card |
| 4 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| LLP – With GST | |
| Case | If the Applicant is Not Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Company Pan Card |
| 4 | BR / POA |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| LLP – Without GST | |
| Case | If the Applicant is Not Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation Certificate. |
| 3 | Company Pan Card |
| 4 | BR or POA |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

**List of Documents Required for processing DSCApplication**

**Type of Category: Organization : AOP- Association Of Persons**

|  |  |
| --- | --- |
| Association Of Persons – With GST | |
| Case | Applicant is the Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Company Pan Card |
| 4 | Copy of the Resolution from the Association |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Association Of Persons – Without GST | |
| Case | If the Applicant is Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation and Registration Certificate issued by authority such as Registrar. |
| 3 | Company Pan Card |
| 4 | Copy of the Resolution from the Association |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Association Of Persons – With GST | |
| Case | If the Applicant is Not Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | GST Copy |
| 3 | Company Pan Card |
| 4 | Board Resolution Signed by the Director / CS / MD |
| 5 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 6 | BR or POA |
| 7 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Association Of Persons – Without GST | |
| Case | If the Applicant is Not Director |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | 1) Original Bank Statement with transactions less than 3 months, signed by the Bank. Bank Statement shall be in the “organization name”. As an alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.  2) Copy of Organization Incorporation and Registration Certificate issued by authority such as Registrar. |
| 3 | Company Pan Card |
| 4 | Board Resolution Signed by the Director / CS / MD |
| 5 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 6 | BR or POA |
| 7 | Applicant Photo (Recent Not More than 6 Months) |

**List of Documents Required for processing DSC Application**

**Type of Category: Organization: GOVT**

|  |  |
| --- | --- |
| Govt | |
| Case | If The Applicant & Authorized Person are same – HOD/ Controller / Administrator Category |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | Authority Letter |
| 3 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 4 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Govt | |
| Case | If The Applicant & Authorized Person are Different |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | Authorization letter From the Authorized Person |
| 3 | Org ID Proof of the Authorized Person |
| 4 | Authority Letter – Self Signed AL from the Authorized Person |
| 5 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Bank | |
| Case | If The Applicant & Authorized Person are same – HOD / Controller / Administrator. |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | Bank Org Pan Card |
| 3 | Bank GST Copy If No GST Incorporation Certificate or Banking License copy |
| 4 | Authority Letter |
| 5 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 6 | Applicant Photo (Recent Not More than 6 Months) |

|  |  |
| --- | --- |
| Banks | |
| Case | If The Applicant & Authorized Person are Different |
| 1 | Pan Card / Applicant Org ID Card - if Not – Letter of Identity Proof by the Org |
| 2 | Bank Org Pan Card |
| 3 | Bank GST Copy If No GST Incorporation Certificate or Banking License copy |
| 4 | Authorization letter From the Authorized Person |
| 5 | Org ID Proof of the Authorized Person |
| 6 | Authority Letter |
| 7 | Org ID Card of the Authorizing Signatory- if Not – Letter of Identity Proof by the Org |
| 8 | Applicant Photo (Recent Not More than 6 Months) |

Note: For DGFT Certificate you must attach the IEC Certificate in all the above cases.

**For Documents Signer Certificate you must add the IDSign Declaration letter.**