

List of documents required for DSC Processing - Version 11 Dated 25-02-2023.

If the Applicant is (Proprietor / Partner / Director / President -NGO -Trust / HoD) With GST

S.No.	Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	NGO/Trust	Govt	Bank
1	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card
2	GST Copy	GST Copy	GST Copy	GST Copy	GST Copy	Applicant Emp ID Card	GST Copy
3	Applicant Photo	Company Pan Card	Company Pan Card	Company Pan Card	Trust Pan Card & Trust Deed / By law	Authorization Letter	Authorization Letter
4		Partnership Deed copy	List Of Directors	LLP Deed	Board Resolution & Bank Statement	Authorizing Executive ID Card	Authorizing Executive ID Card
5		Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo

If the Applicant is Not (Proprietor / Partner / Director / President -NGO -Trust / HoD) With GST

S.No.	Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	NGO/Trust	Govt	Bank
1	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card
2	GST Copy	GST Copy	GST Copy	GST Copy	GST Copy	Authorization Letter	GST Copy
3	Authorization Letter	Company Pan Card & Applicant Photo	Company Pan Card & Applicant Emp ID Card	Company Pan Card & Applicant Emp ID Card	Trust Pan Card & Applicant Emp ID Card	Authorizing Executive ID Card	Authorization Letter
4	Proprietor ID Card	Partnership Deed	List Of Directors	LLP Deed	Board Resolution & Trust Deed / By law	Authority Letter from HOD	Authorizing Executive ID Card
5	Applicant Photo	Authorization Letter	Board Resolution	Board Resolution	Bank Statement	Applicant Emp ID Card	Authority Letter from HOD
6		Partner ID Card	Director ID card & Applicant Photo	Director ID card & Applicant Photo	Authorized Person ID Card & Applicant Photo	Applicant Photo	Applicant Photo & Applicant Emp ID Card

If the Applicant is (Proprietor / Partner / Director / President -NGO / Trust / HoD) Without GST

S.No.	Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	NGO/Trust /Society	Govt	Bank
1	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant PAN Card	Applicant Pan Card
2	Bank Statement (not old than 3 month)	Bank Statement (not old than 3 month)	Company Pan Card	Company Pan Card	Trust Pan Card	Authorization Letter	Bank Incorporation or Bank License
3	Business Registration Certificate	Partnership Deed	List Of Directors & Applicant Photo	LLP Deed & Applicant Photo	Trust Deed / By law & Applicant Photo	Authorizing Executive ID Card	Authorization Letter
4	Applicant Photo	Business Registration Certificate	Bank Statement (not old than 3 month)	Bank Statement (not old than 3 month)	Bank Statement (not old than 3 month)	Applicant Emp ID Card	Authorizing Executive ID Card
5		Applicant Photo	Certificate of Incorporation	Certificate of Incorporation	Board Resolution	Applicant Photo	Applicant Photo

If the Applicant is Not (Proprietor / Partner / Director / President -NGO / Trust/ HoD) Without GST

S.No.	Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	NGO/Trust /Society	Govt	Bank
1	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card
2	Bank Statement (not old than 3 month)	Partnership Deed copy	Company Pan Card	Company Pan Card	Trust Pan Card	Authorization Letter	Bank Incorporation or Bank License
3	Authorization Letter	Bank Statement (not old than 3 month)	List Of Directors	LLP Deed	Trust Deed / By law	Authorizing Executive ID Card	Authorization Letter
4	Business Registration Certificate	Business Registration Certificate	Bank Statement (not old than 3 month)	Bank Statement (not old than 3 month)	Bank Statement (not old than 3 month)	Applicant Emp ID Card	Authorizing Executive ID Card
5	Proprietor ID Card	Authorization Letter	Certificate of Incorporation	Certificate of Incorporation	Applicant Photo	Authority Letter From HOD	Applicant Emp ID Card
6	Applicant Photo	Applicant Photo	Board Resolution & Applicant Emp ID Card	Board Resolution & Applicant Emp ID Card	Authorization Letter & Applicant Emp ID Card	Applicant Photo	Authority Letter from HOD
7			Director ID card & Applicant Photo	Director ID card & Applicant Photo	Authorizing Executive ID Card		Applicant Photo

Note:

- a. For Corporate - If the A Person Has the Board Resolution & He internally gives Authorization to his Employees in this We need the 2 Video
- b. Bank Statement (not older than 3 month) attested by bank.
- c. For Document Signer Certificate – You Have to add Declaration letter Along with the above table. For Govt DS We need the Org Pan & GST NO.
- d. For DGFT DSC – You must add IEC Certificate along with the above table.

List of Documents required to process Foreign DSC

S.No.	Individual Residing In Native Country	Individual Residing Out Of Native Country	Individual - NRI
1	a. Applicant Photo – Latest Passport size Color Photo	a. Applicant Photo – Latest Passport size Color Photo b. Valid Visa of the country of residence	a. Applicant Photo – Latest Passport size Color Photo b. Valid Visa of the country of residence
2	PID: Proof Of Identification	PID: Proof Of Identification	PID: Proof Of Identification
	a. Valid Passport having minimum 6 months validity. Or	a. Valid Passport having minimum 6 months validity. Or	a. Valid Passport having minimum 6 months validity. Or
	b. Valid Driving License having minimum 6 months validity. Or	b. Valid Driving License having minimum 6 months validity. Or	b. Valid Driving License having minimum 6 months validity. Or
	c. Native country PAN Or	c. PAN of country of Residence OR	c. PAN of country of Residence Or
	d. Valid OCI issued by GOI in case of Indian Origin	d. Valid OCI issued by GOI in case of Indian Origin	d. Any Local Govt issued Photo Id proof
3	POA: Proof Of address – Native Country	POA: Proof Of address - Country of Residence	POA: Proof Of address – Country of Residence
	a. Valid Passport having minimum 6 months validity Or	a. Latest / within 3 months of application date, Bank Statement attested by Bank with sign and seal Or	a. Latest/ within 3 months of application date, Bank Statement attested by Bank with sign and seal Or
	b. Latest/within 3 months of application date Bank Statement attested by Bank with sign and seal Or	b. Latest/within 3 months of application date, Electricity Bill / Gas Connection Bill Or	b. Latest, within 3 months of application date, Electricity Bill / Gas Connection Bill Or
	c. Latest/within 3 months of application date, Electricity Bill / Gas Connection Bill Or	c. Driving License - having minimum 6 months validity	c. Driving License - having minimum 6 months validity
	d. Driving License - having minimum 6 months validity		