

Documents to Show in the Video

Version- 004 – Dated 15-07-2024

If DSC Applicant is a Proprietor – With GST	
1	Applicant Should Show PAN Card or any Govt issued ID proof

If DSC Applicant is a Proprietor – Without GST	
2	Applicant Should Show Pan Card or any Govt issued ID proof, Bank Statement & Business Registration Certificate with Any Govt with Name of the Proprietor

Partnership – With GST	
Case	If the Applicant is a Partner
3	Applicant Should Show Pan Card or any Govt issued ID proof, Partnership Deed.

Partnership – Without GST	
Case	If the Applicant is Partner
1	Applicant Should Show PAN Card or any Govt issued ID proof, Bank Statement & Business Registration Certificate with Any Govt with Name of the Partners & Partnership Deed.

Partnership – With GST	
Case	If the Applicant is Not Partner
1	Applicant Should Show Pan Card or any Govt issued ID proof, Partnership Deed & Authorization Letter / Non Govt Authority letter signed by the Partner.

Partnership – Without GST	
Case	If the Applicant is Not Partner
1	Applicant Should Show Pan Card or any Govt issued ID proof, Bank Statement & Business Registration Certificate with Any Govt with Name of the Partners, Partnership Deed, Authorization letter / Non Govt Authority letter Signed by the Partner with organization stamp/seal

Private Limited / Public Limited – With GST	
Case	If the Applicant is the Director
1	Applicant Should Show Pan Card or any Govt issued ID proof

Private Limited / Public Limited Without GST	
--	--

Case	If the Applicant is Director
1	Applicant Should Show Pan Card or any Govt issued ID proof, Bank Statement & Certificate of Incorporation.

Private Limited / Public Limited – With GST

Case	If the Applicant is Not Director
1	Applicant Should Show Pan Card or any Govt issued ID proof & Board Resolution / Non-Govt Authority letter signed by the Director or CS with organization stamp/seal

Private Limited / Public Limited Without GST

Case	If the Applicant is Not Director
1	Applicant Should Show Pan Card or any Govt issued ID proof, Bank Statement & Certificate of Incorporation & Board Resolution signed by the Director / Non-Govt Authority letter signed by the Director or CS with organization stamp/seal

NGO – With GST

Case	If the Applicant is Managing Trustee
1	Applicant Should Show Pan Card or any Govt issued ID proof, Bank Statement & Trust Deed

NGO – Without GST

Case	If the Applicant is Managing Trustee
1	Applicant Should Show PAN card or any Govt issued ID proof, Bank Statement, Trust Deed, Business Reg Certificate / COI Certificate.

NGO – With GST

Case	If the Applicant is Not Managing Trustee
1	Applicant Should Show Pan Card or any Govt issued ID proof, Trust Deed, Board Resolution by the MT or Other Trusty & Bank Statement

NGO – Without GST

Case	If the Applicant is Not Managing Trustee
1	Applicant Should Show Pan Card or any Govt issued ID proof, Trust Deed, Board Resolution by the MT or Other Trusty & Bank Statement, Business Reg Certificate & COI Certificate of Incorporation

<u>LLP – With GST</u>	
Case	If the Applicant is Director
1	Applicant Should Show Pan Card or any Govt issued ID proof.

<u>LLP – Without GST</u>	
Case	If the Applicant is Director
1	Applicant Should Show PAN card or any Govt issued ID proof, Bank Statement & Business Registration Certificate with any Government Body (Eg: Shops & Establishments)

<u>LLP – With GST</u>	
Case	If the Applicant is Not Director
1	Applicant Should Show Pan Card or any Govt issued ID proof & Board Resolution signed by the Director

<u>LLP – Without GST</u>	
Case	If the Applicant is Not Director
1	Applicant Should Show Pan Card or any Govt issued ID proof & Board Resolution signed by the Director, Bank Statement AND, Business Registration Certificate with any Government Body (Eg: Shops & Establishments).

<u>Govt</u>	
Case	If The Applicant & Authorized Person are same – HOD / Controller / Administrator
1	Applicant Should Show Pan Card or any Govt issued ID proof, Org ID card & Authority Letter -

<u>Govt</u>	
Case	If The Applicant & Authorized Person are Different
1	Auth Person Should Display Pan Card or any Govt issued ID proof, Employee ID Card & Authority Letter Applicant Should Show Pan Card, Employee ID card.

Bank	
Case	If The Applicant & Authorized Person are same – Manager & Above Category
1	Applicant Should Show PAN card or any Govt issued ID proof & Org ID card & Authority Letter.

Banks	
Case	If The Applicant & Authorized Person are Different
1	Auth Person Should Display Pan Card or any Govt issued ID proof, Employee ID Card & Authority Letter Applicant Should Show Pan Card, Employee ID card

Individual DSC	
1	Applicant Pan Card & Applicant Address Proof (What is Uploaded in the System)

NRI DSC	
1	Applicant Passport & Applicant NRI Address Proof (What is Uploaded in the System) PAN based – need to display PAN also in the video

Note:

All original Documents needs to be displayed in the Video kyc.

In Case of DGFT Certificate He has to Show the IEC Certificate Along with the above Documents.

In Case of the Document Signing Certificate:

1. For class 2 Document Signer Certificate – Declaration Letter for Class 2 DS
Also to be displayed along with the above Category
2. For class 3 Document Signer Certificate – Declaration Letter for Class 2 DS
Also to be displayed along with the above Category