

List of documents required for DSC Processing - Version 12 Dated 23JAN2026

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 Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo
2	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card
3	GST Copy	GST Copy	GST Copy	GST Copy	GST Copy	Applicant Emp ID Card	GST Copy
4		Company Pan Card	Company Pan Card	Company Pan Card	Trust Pan Card & Trust Deed / By law	Self Authority Letter with stamp seal of the Dept	Self Authority Letter / Auth letter from HOD
5		Partnership Deed	List Of Directors	LLP Deed / List Of Directors	BR OR POA OR Authorization Letter from BOT / Trust / NGO		Auth Person's ID card (Pan Card/DL/PassPort)
6		Authorization Letter (from other Partner)	BR OR Authorization Letter OR POA from another Director	Authorization Letter OR BR OR POA from another Director with His Pan Card	Latest Bank statement on Org Name.		Applicant Emp ID Card
		Auth Person's ID card (Pan Card/DL/PassPort)	Auth Person's ID card (Pan Card/DL/PassPort)	Auth Person's ID card (Pan Card/DL/PassPort)	Auth Person's ID card (Pan Card/DL/PassPort)		

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 Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo
2	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card
3	GST Copy	GST Copy	GST Copy	GST Copy	GST Copy	GST Copy(Optional)	GST Copy(if available)
4	Authorization Letter	Company Pan Card	Company Pan Card & Applicant Emp ID Card	Company Pan Card & Applicant Emp ID Card	Trust Pan Card	Applicant Emp ID Card	Applicant Emp ID Card
5	Proprietor ID Card	Partnership Deed	List Of Directors	LLP Deed / List Of Directors	a. Trust Deed / By law b. Latest Bank Statement on ORG Name	Authorization Letter to Act as Authorizer from HOD	Authorization Letter to Act as Authorizer from HOD / Bank Manager
6		Authorization Letter from the partner	Board Resolution from one of the Director	Authorization Letter OR BR OR POA OR Non Govt Authority Letter from Director with His Pan Card	BR OR Auth letter from one of the trust member	Auth Person's ID card (Pan Card/DL/PassPort)	Auth Person's ID card (Pan Card/DL/PassPort)
7		Auth Person's ID card (Pan Card/DL/PassPort)	Director ID card (Pan Card/DL/PassPort)	Auth Person's ID card (Pan Card/DL/PassPort)	Auth Person's ID card (Pan Card/DL/PassPort)		

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 Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo
2	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card
3	Business Registration Certificate	Business Registration Certificate	Business Registration Certificate	Business Registration Certificate	Business Registration Certificate	Self Authority Letter with stamp seal of the Dept	Bank Incorporation or Bank License
4	Latest Bank Statement	a. Company Pan Card & Partnership Deed	a. Company Pan Card b. List of Directors	a. Company Pan Card b. LLP Deed / Director's list	a. Company Pan Card b. Trust Deed /By Law	Applicant Emp ID Card	Applicant Emp ID Card
5		Latest Bank Statement of the Organization - Within 3 Months	Latest Bank Statement of the Organization - Within 3 Months	Latest Bank Statement of the Organization - Within 3 Months	Latest Bank Statement of the Organization - Within 3 Months		Self Authority Letter / Auth letter from HOD
6		Authorization Letter From the another Partner With His Pan Card/DL/PP	BR OR Authorization Letter OR POA from another Director	Authorization Letter OR BR OR POA from another Partner / Director	BR OR Auth letter from one of the trust member		
		Auth Person's ID card (Pan Card/DL/PassPort)	Signed Director ID card (Pan Card/DL/PassPort)	Signed Director ID card (Pan Card/DL/PassPort)			

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 Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo	Applicant Photo
2	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card	Applicant Pan Card
3	Business Registration Certificate	Business Registration Certificate	Business Registration Certificate	Business Registration Certificate	Business Registration Certificate	Applicant Emp ID Card	Bank Incorporation or Bank License
4	Latest Bank Statement	a. Company Pan Card & Partnership Deed	a. Company Pan Card b. List of Directors	a. Company Pan Card b. LLP Deed / Director's list	a. Company Pan Card b. Trust Deed /By Law	Authorization Letter to Act as Authorizer from HOD	Authorization Letter to Act as Authorizer from HOD
5	Authorization Letter	Latest Bank Statement on ORG Name	Latest Bank Statement on ORG Name	Latest Bank Statement on ORG Name	Latest Bank Statement on ORG Name	Auth Person's ID card (Pan Card/DL/PassPort)	Auth Person's ID card (Pan Card/DL/PassPort)
6	Proprietor ID Card	Authorization Letter	BR / Authorization Letter from Director	Authorization Letter OR BR OR POA OR Non Govt Authority Letter from Director with His Pan Card	BR OR Auth letter from one of the trust member		Applicant Emp ID Card
		Auth Person's ID card (Pan Card/DL/PassPort)	Director ID card (Pan Card/DL/PassPort)	Signed Director ID card (Pan Card/DL/PassPort)	Auth Person's ID card (Pan Card/DL/PassPort)		

FOREIGN ORG DSC List of Documents

S.No.	If Applicant is a Director	Applicant is an EMPLOYEE
1	Applicant Photo	Applicant Photo
2	ORG EMP ID proof	ORG EMP ID proof
3	Passport / DL / Local Govt issued ID Proof	Passport / DL / Local Govt issued ID Proof
4	Incorporation / Business certificate	Incorporation / Business certificate
5	List of Directors / Board of Governors/ Founders	Board of Directors / Board of Governors
6	Bank statement {< 90 days old - with ORG name and address }	Bank statement {< 90 days old - with ORG name and address }
7	BR / Authority letter signed by Director and ORG stamp seal	BR / Authority letter signed by Director and ORG stamp seal
8	IF 2 Director / Founders - Then we need the Auth Letter from the Other Director With his Govt Issued ID Card	Director / Auth person ID card

Foreign Individual DSC List Of Documents

SI No	With PAN foreign Address	Non-PAN foreign Address
1	Applicant photo	Applicant photo
2	Passport	Passport
3	PAN Card	Vissa copy (if applicant is Stay Outside home Country)
4	Vissa copy (if applicant is Stay Outside home Country)	DL / National ID/ Utility bills / Latest Bank statement
5	DL / National ID/ Utility bills / Latest Bank statement	

Note:

- For Corporate - If the A Person Has the Board Resolution & He internally gives Authorization to his Employees in this We need the 2 Video
- Bank Statement (not older than 3 month) attested by bank.
- For Document Signer Certificate – You Have to add Declaration letter Along with the above table.
- Class 2 & Class 3 DS - Declaration Letter are Different,
- For DGFT DSC – You must add IEC Certificate along with the above table.
- You Can Download all the Template from Our Link : <https://www.idsign.app/idsign-templates/>