



## For Class 2 or Class 3 Organisation Category of Digital Signature Application

### DOCUMENTS

<b>Subscriber's Identity &amp; Address Proof</b>					
1	<b>Applicant's Identity Proof</b> (Copy of Any One – PAN Card, Passport, Driving License, Govt. ID with Photo & Signature of the Subscriber or Bank attested Passbook with Subscriber's Photo and Signature)				
2	<b>Applicant's Address Proof</b> (Copy of Any One – Latest (Not older than 3 months) Telephone, Electric, Water Bill, Gas Bill, Bank Statement or Voter ID, Valid Passport, Valid Driving License, Latest Property Tax/ Municipal Corporation Receipt)				
<b>Both the above listed Documents to be attested either by Bank Officer, Post Master or Gazetted Officer (Group A or B)</b>					
<b>Organisation Based Documents (Not required for Individual DSC)</b>		<b>Company</b>	<b>Partnership</b>	<b>Proprietorship</b>	<b>Others</b>
3	Organisation's PAN Card or Proprietor's PAN Card Copy in case of Proprietorship.	Yes	Yes	Yes	Yes
4	Copy of Organisation's Bank Statement (First 2 pages)	Yes	Yes	Yes	Yes
5	Copy of Incorporation Certificate / Registration Certificate of Organisation	Yes			Yes
6	Copy of Memorandum Articles / Partnership deed / Rules Bye Laws (First 2 pages)	Yes	Yes		Yes
7	Copy of Latest Audit Report and Annual Return (First 2 pages)	Yes			Yes
8	Attested copy of last ITR with computation (First 2 pages)	Yes	Yes	Yes	Yes
9	Resolution Empowering the Authorised Signatory (Suggested Format below)	Yes			Yes
10	Copy of VAT / Excise / Service Tax Registration or/and Trade License	Yes	Yes	Yes	Yes
<b>All the Organisation Documents to be attested by the Head of the Organisation or Organisation Unit, Such as in Partnership by any Partner, In case of Company by any Director or Company Secretary.</b>					

### INSTRUCTIONS

- Please fill the form in BLOCK LETTERS in English. Use **Blue Ink** only.
- Subscriber shall cross-sign the photograph extending to the Application Form & Photograph.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, the signature should be verified by the bank where the Subscriber holds a bank account.
- In case applicant is unable to sign due to disability, paralysis, or for any other reasons, Power of attorney holder is not allowed to sign on behalf of the Subscriber, such Subscriber should apply through Aadhaar eKYC service.
- Inconsistent/incomplete applications are liable to be rejected. The Application shall be verified in accordance to the Identity Verification Guidelines issued by Controller of Certifying Authorities of India.
- Subscriber's Email ID and Mobile Number in the application should be Unique, valid and active. It should not have been used by other DSC Subscriber.
- USB Token is required for generation of DSC. If the Subscriber does not have it, he/she should make arrangement for the same before download.
- If the DSC is to be used for Income Tax, please provide proof of PAN of the Individual Subscriber Applicant.
- For Foreign Subscribers, Identity proof, Address proof and Photo on the Application has to be notarized by the Public Notary of the Subscriber's native country and also either apostilled if the native country is signatory of Hague Convention else it has to be consularized.

### VERIFICATION

**Mobile Verification:** After enrolment, the Subscribers will receive a SMS in their registered mobile number containing Request ID, The Subscriber has to send an SMS from the same Mobile Number to +919664166000 stating "SAFE Request\_ID email\_ID confirmed" or alternately the Subscribers from their registered mobile number may call toll free number 1800-419-2929 and Select Option 8 between 9 am and 8 pm on Working Days for Digital Signature Approval. For foreign applicant, mobile verification is exempted.

**Video Verification: (Required only or Class 3)** After enrolment, a link will be sent to the Subscriber email ID, the Subscriber has to click the link and record his 30 Second video stating his/her name and other details as specified in the Video Link Page.

### ATTESTATION

- Organisation Based Documents to be attested by the Head of the Organisation with Organisation Seal. In case of Partnership by any Partner, In case of Company by any Director, In case of Proprietorship by the Proprietor himself.
- Subscriber's Identity and Address Proof to be attested either by Bank, Post Master or Gazetted Officer (Group A or B)
- Suggestive List of Group A or Group B Gazetted Officers are hosted at [www.poddarprofessional.com/Gazetted\\_Officers.pdf](http://www.poddarprofessional.com/Gazetted_Officers.pdf)
- Name, designation, office address and contact number of the Attesting officer should be clearly visible.

### AUTHORISATION (Required only for Organisation DSC)

For Application for Digital Signature with Organisation Name, Authorisation is required at Section 4 of the Application Form from the Head of the Organisation. Depending on the Nature of the Organisation/Organisation Unit, another Partner, Another Director, Other Member of the Managing Committee, Trustee, Head of the Department, Unit Head of the Organisation (as the case may be) who should not be himself the Subscriber in this Application shall Authorise the Applicant for Digital Signature and Sign Section 4 with Name, Designation and Organisation Seal attaching a proof of his Designation.

### (Sample Resolution Format for Authorisation)

"Resolved that Mr. [Name of the person being appointed for authorization], whose details are given below, be and is hereby vested with the power to allow [Name of the Subscriber Applicant] for applying a Digital Signature which shall include the Name of the Organisation enabling the Applicant for transacting on the Organisation's behalf thru Digital Signature."