

## Documents Required to Upload for Document Signer Paperless DSC & eKYC

For Authorized Signatory

### With Online GST Verification

Supporting Documents for Organization Verification	
Category	Documents Requirement
Individual / Proprietorship Firm	<ul style="list-style-type: none"> <li>Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> </ul>
Partnership Firm	<ul style="list-style-type: none"> <li>Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>Authorization letter <a href="#">{Letter Format Link}</a>.</li> <li>Partnership Deed.</li> <li>Authorizing Person Signature ID proof (Pan card or Driving License, or Passport).</li> </ul>
Corporate Entities	<ul style="list-style-type: none"> <li>Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>Authorization letter <a href="#">{Letter Format Link}</a> / Board Resolution <a href="#">{Letter Format Link}</a> / Power Of Attorney.</li> <li>MCA Signatory List.</li> <li>Authorizing Person Signature ID proof (PAN card or Driving License, or Passport).</li> </ul>
Association of person (AOP)	<ul style="list-style-type: none"> <li>Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>Authorization letter <a href="#">{Letter Format Link}</a></li> <li>Copy of resolution from the Association/Society authorizing the signatory.</li> <li>Authorizing Person Signature ID proof (Pan card or Driving License, or Passport).</li> </ul>

<b>Limited Liability Partnership</b>	<ul style="list-style-type: none"> <li>• Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>• Authorization letter {<a href="#">Letter Format Link</a>} / Board Resolution {<a href="#">Letter Format Link</a>} / Power Of Attorney.</li> <li>• MCA Signatory List.</li> <li>• Authorizing Person Signature ID proof (PAN card or Driving License, or Passport).</li> </ul>
<b>Non-Government Organisation /Trust</b>	<ul style="list-style-type: none"> <li>• Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>• Authorization letter {<a href="#">Letter Format Link</a>}</li> <li>• Signatory List</li> <li>• Authorizing Person Signature ID proof (PAN card or Driving License, or Passport).</li> </ul>
<b>Banking Organization</b>	<ul style="list-style-type: none"> <li>• Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>• Applicant Bank ID Proof</li> <li>• Authorization letter {<a href="#">Letter Format Link</a>}</li> <li>• Authorized Person Organization ID Proof.</li> </ul>
<b>Public Sector Undertaking</b>	<ul style="list-style-type: none"> <li>• Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>• Organization ID Proof or Joining Letter, or Salary Slip.</li> <li>• Authorization letter {<a href="#">Letter Format Link</a>}</li> <li>• Authorized Person Organization ID Proof.</li> </ul>

### **Without Online GST Verification**

<b>Supporting Documents for Organization Verification</b>	
<b>Category</b>	<b>Documents Requirement</b>
<b>Individual / Proprietorship Firm</b>	<ul style="list-style-type: none"> <li>• Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>• Business registration certificate containing the</li> </ul>

	<p>proprietor's name confirming the business ownership of the Authorized signatory (Proprietor).</p> <ul style="list-style-type: none"> <li>● Organization / Proprietor Bank Statement with the latest 3 months' transactions, signed by the Bank.</li> </ul>
<b>Partnership Firm</b>	<ul style="list-style-type: none"> <li>● Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>● Authorization letter {<a href="#">Letter Format Link</a>}.</li> <li>● Organization registration certificate.</li> <li>● Organization Bank Statement with the latest 3 months' transactions, signed by the Bank.</li> <li>● Partnership Deed.</li> <li>● Authorizing Person Signature ID proof (PAN card or Driving License, or Passport).</li> <li>● Copy of Organization PAN Card.</li> </ul>
<b>Corporate Entities</b>	<ul style="list-style-type: none"> <li>● Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>● Authorization letter {<a href="#">Letter Format Link</a>} / Board Resolution {<a href="#">Letter Format Link</a>}/ Power Of Attorney.</li> <li>● MCA Signatory List.</li> <li>● Certificate of Incorporation.</li> <li>● Organization Bank Statement with the latest 3 months' transactions, signed by the Bank.</li> <li>● Authorizing Person Signature ID proof (PAN card or Driving License, or Passport).</li> <li>● Copy of Organization PAN Card</li> </ul>
<b>Association of person (AOP)</b>	<ul style="list-style-type: none"> <li>● Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>● Authorization letter {<a href="#">Letter Format Link</a>}</li> <li>● Organization registration certificate.</li> <li>● Organization Bank Statement with the latest 3 months' transactions, signed by the Bank.</li> <li>● Copy of resolution from the Association/Society authorizing the signatory.</li> <li>● Authorizing Person Signature ID proof (PAN card or</li> </ul>

	<p>Driving License, or Passport).</p> <ul style="list-style-type: none"> <li>● Copy of Organization PAN Card</li> </ul>
<b>Limited Liability Partnership</b>	<ul style="list-style-type: none"> <li>● Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>● Authorization letter {<a href="#">Letter Format Link</a>} / Board Resolution {<a href="#">Letter Format Link</a>}/ Power Of Attorney.</li> <li>● MCA Signatory List.</li> <li>● Certificate of Incorporation.</li> <li>● Organization Bank Statement with the latest 3 months' transactions, signed by the Bank.</li> <li>● Authorizing Person Signature ID proof (PAN card or Driving License, or Passport).</li> <li>● Copy of Organization PAN Card</li> </ul>
<b>Non-Government Organisation /Trust</b>	<ul style="list-style-type: none"> <li>● Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>● Authorization letter {<a href="#">Letter Format Link</a>}</li> <li>● Signatory List</li> <li>● Organization registration certificate.</li> <li>● Organization Bank Statement with the latest 3 months' transactions, signed by the Bank.</li> <li>● Copy of Organization PAN Card</li> <li>● Authorizing Person Signature ID proof (PAN card or Driving License, or Passport).</li> </ul>
<b>Banking Organization</b>	<ul style="list-style-type: none"> <li>● Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> <li>● Applicant Bank ID Proof</li> <li>● Authorization letter {<a href="#">Letter Format Link</a>}</li> <li>● Copy of Bank PAN Card</li> <li>● Copy of Incorporation Certificate or Banking License Certificate</li> <li>● Authorizing Person Bank ID Proof.</li> </ul>
<b>Public Sector Undertaking</b>	<ul style="list-style-type: none"> <li>● Applicant Pan Card / Aadhar card which no. is mentioned in order.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Applicant Organization ID Proof.</li><li>• Authorization letter {<a href="#">Letter Format Link</a>}</li><li>• Authorizing Person Organization ID Proof.</li></ul> |
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**Please note:** As per the organizational document requirements for obtaining a Document Signer Certificate, two additional mandatory letters are required. The formats for these letters are provided below:

1. [Security Letter Format for Class 2 Document Signer Certificate](#)
2. [Security Letter Format for Class 3 Document Signer Certificate](#)
3. [Declaration Letter Format for both Class 2 and Class 3 Document Signer Certificates](#)

### For Employee-Based

Supporting Documents for Organization Verification
<ol style="list-style-type: none"><li>1. Organization identification Card/Salary Slip/Joining letter/ letter identity proof from Organization (<a href="#">Letter Format Link</a>).</li><li>2. Employee Pan Card/Aadhar Card.</li></ol>

### **Important Notes:**

#### **1. Proprietorship:**

- Only the owner of the organization can apply for a DSC/E-KYC account as an authorized signatory.

#### **2. PartnerShip:**

- The applicant and the authorizing person must both be partners, and their names should be mentioned in the partnership deed.

### **3. Private Limited Companies and LLPs:**

- The company authorizes an employee to apply for a DSC as an authorized signatory; a board resolution must be passed in the applicant's name. An MCA-listed director or the company secretary must countersign the board resolution.
- If a director applies for the DSC, an authorization letter is sufficient. This letter can be self-signed by the Director of the company.

### **4. AOP/NGO/Trust:**

- Resolution documents, such as the trust deed or bylaws, must be provided. These documents should detail the firm and include the name of the authorizing person.

### **5. Banking and Public Sector Undertakings:**

- If the applicant and the authorizing person do not have organizational ID proof, they can provide their joining letter or salary slip.
- If the authorizing person's organizational ID document does not contain their signature, a separate signature ID proof must be provided for verification, such as a PAN card, driving license, or passport.