

Document Requirements for Foreign Organizations

To apply for a Digital Signature Certificate (DSC), the following documents must be submitted:

1. Applicant Passport / Organizational ID Proof

- A valid passport or organizational ID proof of the applicant.

2. Certificate of Incorporation / Company Registration Certificate

- A valid Certificate of Incorporation or Company Registration Certificate is **mandatory** and serves as proof of the entity's legal existence.

3. Authorization Letter [[Letter Format](#)]

- An authorization letter issued by the organization, along with the ID proof of the authorized signatory.

4. Proof of Organizational Existence and Verification

A. Proof that the local government **publicly verifies** and recognizes the organization. This can be a reference or listing in a local government database or registry.

B. A **list of directors** or any official organizational document that includes the applicant's name or the authorized person.

5. If Registered in India

If the organization is registered with the Indian Government, a scanned copy of the **authorization letter** with the applicant's details can be used as proof of address and proof that the organization exists for getting the DSC.

6. Photograph

- A recent **passport-size photograph** of the applicant
- Accepted formats: **JPG** or **PNG**

Please Note: If you mention your PAN number while applying for a DSC, you must show the original PAN card during the video verification and upload a copy in the documents section.