

Documents Required to Upload for DGFT (IET) 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"> Applicant PAN Card / Aadhaar Card that number is mentioned in the order. IEC (Importer-Exporter Code) Certificate.
Partnership Firm	<ul style="list-style-type: none"> Applicant PAN Card / Aadhaar Card that number is mentioned in the order. Authorization letter {Letter Format Link}. Partnership Deed. Authorizing Person's Signature ID proof (PAN Card or Driving License or Passport). IEC (Importer-Exporter Code) Certificate.
Corporate Entities	<ul style="list-style-type: none"> Applicant PAN Card / Aadhaar Card that number is mentioned in the order. Authorization letter {Letter Format Link} / Board Resolution {Letter Format Link} / Power Of Attorney. MCA Signatory List. Authorizing Person Signature ID proof (PAN card or Driving License or Passport). IEC (Importer-Exporter Code) Certificate.

Association of person (AOP)	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Authorization letter {Letter Format Link} • Copy of resolution from the Association/Society authorizing the signatory. • Authorizing Person Signature ID proof (PAN Card or Driving License or Passport). • IEC (Importer-Exporter Code) Certificate.
Limited Liability Partnership	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Authorization letter {Letter Format Link} / Board Resolution {Letter Format Link} / Power Of Attorney. • MCA Signatory List. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport). • IEC (Importer-Exporter Code) Certificate.
Non-Government Organisation /Trust	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Authorization letter {Letter Format Link} • Signatory List • Authorizing Person Signature ID proof (PAN card or Driving License or Passport)
Banking Organization	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Applicant Bank ID Proof • Authorization letter {Letter Format Link} • Authorized Person Organization ID Proof. • IEC (Importer-Exporter Code) Certificate.

Public Sector Undertaking	<ul style="list-style-type: none"> • Applicant PAN Card/Aadhaar Card that number is mentioned in the order. • Organization ID Proof/Joining Letter or Salary Slip. • Authorization letter {Letter Format Link} • Authorized Person Organization ID Proof. • IEC (Importer-Exporter Code) Certificate.
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Without Online GST verification

Supporting Documents for Organization Verification	
Category	Documents Requirement
Individual / Proprietorship Firm	<ul style="list-style-type: none"> • Applicant Pan Card/Aadhar card which no. is mentioned in order. • A business registration certificate containing the proprietor's name confirms the business ownership of the authorized signatory (Proprietor). • Organization/Proprietor Bank Statement with the latest 3 months of the transaction signed by the bank. • IEC (Importer-Exporter Code) Certificate.

Partnership Firm	<ul style="list-style-type: none"> • Applicant PAN Card/Aadhaar Card that number is mentioned in the order. • Authorization letter {Letter Format Link}. • Organization registration certificate. • Organization Bank Statement with latest 3 months of the transaction, signed by the Bank. • Partnership Deed. • Authorizing Person Signature ID proof (PAN card, driving License, or Passport). • Copy of Organization PAN Card. • IEC (Importer-Exporter Code) Certificate.
Corporate Entities	<ul style="list-style-type: none"> • Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link} / Board Resolution {Letter Format Link}/ Power Of Attorney. • MCA Signatory List. • Certificate of Incorporation. • Organization Bank Statement with latest 3 months of the transaction, signed by the Bank. • Authorizing Person's Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card • IEC (Importer-Exporter Code) Certificate.
Association of person (AOP)	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Authorization letter {Letter Format Link} • Organization registration certificate. • Organization Bank Statement with latest 3

	<p>months of the transaction, signed by the Bank.</p> <ul style="list-style-type: none"> • Copy of resolution from the Association/Society authorizing the signatory. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card • IEC (Importer-Exporter Code) Certificate.
Limited Liability Partnership	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Authorization letter {Letter Format Link} / Board Resolution {Letter Format Link}/ Power Of Attorney. • MCA Signatory List. • Certificate of Incorporation. • Organization Bank Statement with latest 3 months Transaction, signed by the Bank. • Authorizing Person's Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card • IEC (Importer-Exporter Code) Certificate.
Non-Government Organisation /Trust	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Authorization letter {Letter Format Link} • Signatory List • Organization registration certificate. • Organization Bank Statement with latest 3 months of the transaction, signed by the Bank. • Copy of Organization PAN Card • Authorizing Person Signature ID proof (PAN

	<p>card or Driving License or Passport).</p> <ul style="list-style-type: none"> • IEC (Importer-Exporter Code) Certificate.
Banking Organization	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Applicant Bank ID Proof • Authorization letter {Letter Format Link} • Copy of Bank PAN Card • Copy of Incorporation Certificate or Banking License Certificate • Authorizing Person Bank ID Proof. • IEC (Importer-Exporter Code) Certificate.
Public Sector Undertaking	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card that number is mentioned in the order. • Applicant Organization ID Proof. • Authorization letter {Letter Format Link} • Authorizing Person Organization ID Proof. • IEC (Importer-Exporter Code) Certificate.

For Employee Based

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

Important Notes:

If you are applying for the IET DGFT DSC, it is important to note that the address, IEC code, and branch code on your IEC (Importer-Exporter Code) certificate must match exactly.

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 and 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 by-laws 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.