

Documents Required to Upload for Government Authorized Signatory and Employee DSC

Authorized Signatory

To act as an authorized signatory for government-related matters, you need the following documents:

1. **Applicant's PAN/Aadhaar Card**
2. **Government Organization ID Card**
3. **Authorization Letter** [[Format Link](#)]
4. **Authorizing Person's Organization ID Card**

Important Note:

- If either the applicant or the authorizing person does not possess a Government Organization ID card, provide alternative documents such as a joining letter, salary slip, or office order as proof of employment or association with the organization.
- If the Government Organization ID card of the authorizing person does not contain a signature, you must also provide a signature ID proof (e.g., PAN card, Driving License, or Passport) to verify the signature in the authorization letter.

Employee DSC

Before initiating the DSC for employees, ensure that the authorized signatory has an approved eKYC ID.

For obtaining a Digital Signature Certificate (DSC) as an employee, the following documents are required:

1. **Applicant's PAN/Aadhaar Card**
2. **Government Organization ID Card**

Important Note:

- If you do not have a Government Organization ID card, alternative documents such as a joining letter, salary slip, or office order are acceptable to verify your employment status.

Video Verification Requirements

- **For Authorized Signatory DSC:**

During video verification, you must show the original PAN/Aadhaar card along with the authorization letter and your Government Organization ID card.

- **For Employee DSC:**

During video verification, you must show the original PAN/Aadhaar card along with your Government Organization ID card.

Ensure that all documents are valid and that video verification is conducted as per the requirements to avoid any delays in processing your request.