

Documents Required to Upload for Organization 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 whose number is mentioned in the order.
Partnership Firm	<ul style="list-style-type: none"> Applicant PAN Card / Aadhaar Card whose number is mentioned in the order. Authorization letter {Letter Format Link}. Partnership Deed. Authorizing Person Signature ID proof (PAN card or Driving License or Passport).
Corporate Entities	<ul style="list-style-type: none"> Applicant PAN Card / Aadhaar Card Whose 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).

Association of person (AOP)	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card whose 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).
Limited Liability Partnership	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card whose 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).
Non-Government Organisation /Trust	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card whose 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 which no. is mentioned in the order. • Applicant Bank ID Proof. • Authorization letter {Letter Format Link} • Authorized Person Organization ID Proof.

Public Sector Undertaking	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar card whose number is mentioned in the order. • Organization ID Proof or Joining Letter or Salary Slip. • Authorization letter {Letter Format Link} • Authorized Person Organization ID Proof.
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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 / Aadhaar Card whose number is mentioned in the order. • Business registration certificate containing the proprietor's name confirming the business ownership of the Authorized signatory (Proprietor). • Organization / Proprietor Bank Statement with latest 3 months Transaction, signed by the Bank.
Partnership Firm	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card Whose number is mentioned in the order. • Authorization letter {Letter Format Link}. • Organization registration certificate. • Organization Bank Statement with the latest 3 months of Transactions signed by the bank • Partnership Deed. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport) • Copy of Organization PAN Card.

Corporate Entities	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar card whose 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 the latest 3 months of Transactions signed by the bank. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card.
Association of person (AOP)	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card whose number is mentioned in the order. • Authorization letter {Letter Format Link} • Organization registration certificate. • Organization Bank Statement with the latest 3 months of Transactions signed by the bank. • 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

Limited Liability Partnership	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar card whose 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 the latest 3 months of Transactions signed by the bank. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card
Non-Government Organisation /Trust	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card whose number is mentioned in the order. • Authorization letter {Letter Format Link} • Signatory List • Organization registration certificate. • Organization Bank Statement with the latest 3 months of Transactions signed by the bank. • Copy of Organization PAN Card • Authorizing Person Signature ID proof (PAN card or Driving License or Passport).

Banking Organization	<ul style="list-style-type: none"> • 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.
Public Sector Undertaking	<ul style="list-style-type: none"> • Applicant PAN Card / Aadhaar Card whose number is mentioned in the order. • Applicant Organization ID Proof. • Authorization letter {Letter Format Link} • Authorizing Person Organization ID Proof.

For Employee Based

Supporting Documents for Organization Verification
<p>1. Organization identification Card/Salary Slip/Joining letter/ letter identity proof from Organization (Letter Format Link).</p> <p>2. Employee PAN Card/Aadhaar Card.</p>

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 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 proof of organizational ID, 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.