**Documents required for approval of DSC**

**Individual Application**

1. Passport size photograph
2. Applicant Pan card
3. Aadhar card ( Any 1 from the above list )
4. Telephone bill
5. Electricity bill
6. Water bill
7. Gas connection
8. Bank statement signed by the bank
9. Driving licenses (DL)/Registration certificate (RC)
10. Votar ID card
11. Passport
12. Property Tax/Corporation/Municipal Corporation Receipt

**Foreign** **Individual Application**

1. Passport size photograph
2. Pan card (If mention pan number)
3. For identity proof, the scanned copy of Passport/Local Govt issued identity/PAN/OCI passport can be submitted
4. For the address proof the scanned copy of passport/OCI passport/local government issued id having address/bank details having address/any utility bills in the name of applicant issued within three months/ document issued from embassy with residential address can be provided

**Note -** Further for address proof, if the local Govt documents is in foreign language than you have to translate the documents in English through translation agency.

**Proprietorship DSC**

Documents Required after GST verified (Active)

1. Applicant Pan card
2. Copy of Business Registration Certificate (GST certificate )
3. IEC certificate ( only for DGFT application)

Documents required if the GST is not verified (Inactive)

1. Applicant Pan card
2. Copy of Business Registration Certificate (GST certificate or any other registration certificate)
3. Copy of statement of bank account (First and second page)
4. Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)
5. IEC certificate ( only for DGFT application)

Note: -

1. Make sure the branch code format should be 00,000,001 it cannot be a single digit no. If the branch is in single digit than please reject the enrolment.

**Company DSC**

Documents Required after GST verified (Active)

1. Applicant Pan card
2. Registration certificate (GST certificate )
3. Authority letter or board resolution ( if the applicant is not listed on MCA )
4. Authorised Signatory pan card
5. IEC certificate ( only for DGFT application)

Documents required if the GST is not verified (Inactive)

1. Applicant Pan card
2. Copy of Company PAN Card
3. Copy of Incorporation / Registration Certificate (GST certificate )
4. Copy of statement of bank account (First and second page)
5. The copy of audit report along with the annual return pertaining to last financial year (First and second page) / Self Affidavit with reason, If not available
6. Proof of Authorised Signatory ( Board Resolution )
7. Authorised Signatory pan card
8. Copy of AOA & MOA / Rules / Bye Laws ( First 2 Pages )
9. IEC ( only for DGFT application)

Note: - Make sure the branch code format should be 00,000,001 it cannot be a single digit no or refer IEC CERTIFICATE. If the branch is in single digit than please reject the enrolment.

**Partnership DSC**

Documents Required after GST verified (Active)

1. Copy of PAN Card of Applicant
2. GST Certificate
3. Copy of Partnership deed
4. Authority letter ( If the name of applicant is not in the partnership deed )
5. Copy of pan of authorized person
6. IEC certificate ( only for DGFT application)

Documents required if the GST is not verified (Inactive)

1. Copy of Company PAN Card
2. Copy of statement of bank account (First and second page)
3. Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year/Audit Report (First and second page)
4. (GST certificate or any other registration certificate)
5. Copy of Partnership deed ( Max of first three pages including list of partners and authorised signatories)
6. Copy of PAN Card of Applicant
7. Copy of pan of authorized person
8. IEC certificate ( only for DGFT application)

Note: - Make sure the branch code format should be 00,000,001 it cannot be a single digit no. If the branch is in single digit than please reject the enrolment.

**LLP DSC**

Documents Required after GST verified (Active)

1. Applicant Pan card
2. Copy of LLP agreement
3. Authority letter or board resolution ( if the applicant is not listed on MCA )
4. Authorised Signatory pan Card
5. IEC certificate ( only for DGFT application)

Documents required if the GST is not verified (Inactive)

1. Copy of Company PAN Card
2. Copy of statement of bank account (First and second page)
3. Copy of Incorporation / Registration Certificate (GST certificate or any other registration certificate)
4. Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)
5. Copy of LLP agreement ( Max of first three pages including list of partners and authorised signatories)
6. Proof of Authorised Signatory ( Board Resolution )
7. Authorised Signatory pan Card
8. Copy of PAN Card of Applicant
9. IEC certificate ( only for DGFT application)

Note: - Make sure the branch code format should be 00,000,001 it cannot be a single digit no. If the branch is in single digit than please reject the enrolment.

**Ngo Trust**

Documents Required after GST verified (Active)

1. Applicant Pan card
2. Copy of resolution form NGO/Trust authorizing the signatory
3. Copy of Trust Deed
4. Authority letter
5. Authorized person pan card
6. IEC certificate ( only for DGFT application)

Documents required if the GST is not verified (Inactive)

1. Copy of PAN Card of Applicant
2. Copy of Company PAN Card
3. Copy of statement of bank account (First and second page)
4. Copy of Incorporation / Registration Certificate (GST certificate or any other registration certificate)
5. Copy of AOA & MOA / Rules / Bye Laws ( First 2 Pages )
6. Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)
7. Copy of Trust Deed ( Max of first three pages including list of partners and authorised signatories)
8. Proof of Authorised Signatory ( Board Resolution )
9. Authorised Signatory pan Card
10. IEC certificate ( only for DGFT application)

Note: - Make sure the branch code format should be 00,000,001 it cannot be a single digit no. If the branch is in single digit than please reject the enrolment.

**AOP/BOI**

**Documents Required after GST verified** (Active)

1. Copy of PAN Card of Applicant
2. Copy of resolution from association/ society authorizing the signatory
3. Authority letter
4. Authorize person pan card
5. IEC certificate ( only for DGFT application)

**Documents required if the GST is not verified** (Inactive)

1. Copy of PAN Card of Applicant
2. Copy of Company PAN Card
3. Copy of statement of bank account (First and second page)
4. Copy of Incorporation / Registration Certificate (GST certificate or any other registration certificate)
5. Copy of AOA & MOA / Rules / Bye Laws ( First 2 Pages )
6. Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)
7. Proof of Authorised Signatory ( Board Resolution )
8. Authorised Signatory pan Card
9. IEC certificate ( only for DGFT application)

Note: - Make sure the branch code format should be 00,000,001 it cannot be a single digit no. If the branch is in single digit than please reject the enrolment.

* **Government Application**

1. Applicant pan card
2. Applicant GOVT id card ( salary slip , order letter , Serving certificate ) any 1
3. Authority letter
4. Authorized signatory pan card ( if the applicant and authorized signatory is different or applicant is having lower designation )
5. Authorized signatory GOVT id card ( salary slip , order letter , Serving certificate )

Note:

1. On the id proof letter applicant cannot authorize himself

2. Id proof letter should be signed by the (senior) person only and that person gov ID card is compulsory to be attached in the doc.

**Bank Application**

1. Applicant Pan card
2. Applicant bank Id card
3. Authority letter
4. Authorized signatory pan card ( if the applicant and authorized signatory is different or applicant is having lower designation )
5. Authorized signatory bank id card ( salary slip , order letter , appointment letter )