



Important Instructions

CLASS-2/3 ORGANIZATIONAL DSC

The Controller of Certifying Authorities (CCA) of India has specified Identity Verification Guidelines and has made the same Mandatory w.e.f. July 01 2015. In accordance with the guidelines the Applicant should comply with the following.

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

- Please fill the form in BLOCK LETTERS in English. Use only Blue Ink. All signatures including DSC applicant, attestation and authorization should be with blue-ink only.
- Subscriber has cross-signed the photograph extending to the Application Form.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, it should be validated by the bank where the Subscriber holds a bank account.
- Power of attorney is not allowed to sign on behalf of subscriber.
- Inconsistent/incomplete applications are liable to be rejected.
- Subscriber's Email ID in the application should be a valid and active, in order to issue the certificate.
- Mobile Number of DSC Subscriber is Mandatory.
- Video Verification of the applicant is mandate to get the DSC.

Document Required:

Proof of Organization (All are Mandatory)* - Can also be attested by Authorized Signatory FOR PVT. LTD. / LIMITED COMPANY

- Copy of Applicant's Organizational ID Card / Letter from Organization / Pay Slip
- Copy of Organizational PAN Card
- Copy of Bank Statement (First 2 Pages)
- Copy of Incorporation/Registration Certificate
- Copy of AOA And MOA / Rules / Bye laws (First 2 Pages)
- Copy of Last Income Tax Return / Audit Report And Annual Return / Self Affidavit with reason, if not available (First 2 Pages)
- Proof of Authorized Signatory (Board Resolution)
- Authorized Signatory Organizational ID Card / Self-Attested Letter of Organizational Identity
- Copy of PAN Card of Applicant, if PAN provided

FOR PROPRIETORSHIP FIRM

- Copy of Applicant's Organizational ID Card / Letter from Organization / Pay Slip
- Copy of Bank Statement (First 2 Pages)
- Copy of Last Income Tax Return / Audit Report And Annual Return / Self Affidavit with reason, if not available (First 2 Pages)
- Copy of Business Registration Certificate (GST / Gumasta License)
- Authorized Signatory Organizational ID Card / Self-Attested Letter of Organizational Identity
- Copy of PAN Card of Applicant, if PAN provided

FOR PARTNERSHIP FIRM

- Copy of Applicant's Organizational ID Card / Letter from Organization / Pay Slip
- Copy of Organizational PAN Card
- Copy of Bank Statement (First 2 Pages)
- Copy of Last Income Tax Return / Audit Report And Annual Return / Self Affidavit with reason, if not available (First 2 Pages)
- Copy of Partnership Deed / Trust Deed / LLP Agreement containing the List of Partners / Signatories (2 Pages)
- Authorized Signatory Organizational ID Card / Self-Attested Letter of Organizational Identity
- Copy of PAN Card of Applicant, if PAN provided

All these supporting docs shall be signed by applicant with seal of the company except his or her personal documents which has to be attested by any Bank manager or Post master or any Gazetted officer

For More Information you may Log on to www.aradsc.com