



CHECKLIST FOR CLASS-2B / CLASS-3B DSC



DOCUMENT REQUIRED FOR AN ORGANIZATION DSC APPLICATION

1 ATTESTED COPY OF FOLLOWING DOCUMENTS

INDIVIDUAL/ PROPRIETORSHIP FIRM

- Copy of Business Registration Certificate* (S&E / VAT / ST)
 Copy of statement of bank account (First and second page)
 Copy of ITR accompanied by computation of income/financial statement Front side page-1)

PARTNERSHIP FIRM

- Copy of partnership deed (Max of first three pages including list of partners and authorised signatories)
 Copy of PAN card (Front side page-1)
 Copy of statement of bank account (First and second page)
- Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

CORPORATE ENTITIES

- Copy of Company Pan Card (Front side page-1)
 Copy of article and memorandum of association (First two page)
 Copy of statement of bank account (First and second page)
- Copy of certificate of incorporation (page-1)
- The copy of audit report along with the annual return pertaining to last financial year (First and second page)
 The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

LIMITED LIABILITY PARTNERSHIP

- PAN Card of LLP
 Incorporation and Registration Certificate issued by authority such as Registrar
 Copy of LLP agreement
 Memorandum of Association/ copy of rules/Bye laws
- Copy of Bank Statement
 Copy of Income Tax Return of last year
 Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- Certified copy of organizational ID proof of authorized signatory

NON-GOVERNMENT ORGANISATION / TRUST

- PAN Card of NGO/Trust
 Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances
 Copy of Trust Deed
 Copy of rules and Bye laws of NGO
- Copy of Bank Statement verified/attested by Banker
 Copy of Income Tax Return of last year
 Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- Certified copy of organizational ID proof of authorised signatory

2 Authorization Letter

COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)

- Gazette officer
 Bank Manager/Authorised executive of the Bank
 Post Master
 *Authorized Signatory (Except personal documents of applicant)

*Please enclose of the Certified copy of organizational ID proof of authorized signatory

For any further clarifications
 You may call us @ **96999 35868** or E-Mail us at **info@aradsc.com**
www.aradsc.com