

DOCUMENTS

For Individual DSC (To be attested by Bank Officer, Post Master or Gazetted Officer (Group A or Group B))	
Table A1 - Document as proof of identity (Any one)	Table A2 - Documents as proof of address (Any one)
a) Valid Passport b) Valid Driving License c) PAN Card (Proof of PAN Mandatory if DSC is for Income Tax) d) Valid Post Office ID card e) Bank Account Passbook containing the photograph and signed by the individual with attestation by the concerned Bank official. f) Valid Photo ID card issued by Ministry of Home Affairs. g) Any Government issued valid photo ID card bearing the signatures of the individual.	a) Telephone Bill, not earlier than 3 months b) Electricity Bill, not earlier than 3 months c) Water Bill, not earlier than 3 months d) Gas connection or Gas Bill, not earlier than 3 months e) Bank Statements signed by the bank, not earlier than 3 months f) Service Tax/VAT Tax/Sales Tax registration certificate. g) Valid Driving License (DL)/ Valid Registration certificate (RC) h) Voter ID Card i) Valid Passport j) Latest Property Tax/ Municipal Corporation Receipt.

Table B- Only For Organisation DSC (All required to be attested by Organisation Head of Department with Seal)

		Company	Partnership	Proprietorship	Others
1	Applicant's Identity Proof (As per Table A1 above)	Yes	Yes	Yes	Yes
2	Applicant's Address Proof (As per Table A2 above)	Yes	Yes	Yes	Yes
3	Copy of Organizational / Proprietor's PAN Card.	Yes	Yes	Yes	Yes
4	Copy of Organisation's Bank Statement (First 2 pages)	Yes	Yes	Yes	Yes
5	Copy of Incorporation / Registration Certificate of Organisation	Yes			Yes
6	Copy of Memorandum Article / Partnership deed / Bye Laws (First 2 pages).	Yes	Yes		Yes
7	Copy of Last Audit Report and annual return (First 2 pages).	Yes			Yes
8	Attested copy of last ITR Acknowledgement with computation.	Yes	Yes	Yes	Yes
9	Resolution Empowering the Authorised Signatory (Suggested Format below)	Yes			Yes

INSTRUCTIONS

- Please fill the form in BLOCK LETTERS in English. Use **Blue Ink** only.
- Subscriber shall cross-sign 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.
- In case applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service. Power of attorney holder is not allowed to sign on behalf of the subscriber.
- Inconsistent/incomplete applications are liable to be rejected. The Form shall be verified in accordance to the Identity Verification Guidelines issued by Controller of Certifying Authorities.
- Subscriber's Email ID in the application should be Unique, valid and active.
- Mobile Number of DSC Subscriber is Mandatory. It should not have been used by other DSC Subscriber.
- USB Token is required for generation of DSC. If the Subscriber does not have it, he/she may purchase it separately.
- If PAN value is to be included in the Certificate, Proof of PAN is mandatory (Required for Income Tax)
- In case of Foreign Applicant, identity & address proof, photo on DSC application should be notarized by the Public Notary of that native country of the applicant and also either apostilled if the native country is signatory of Hague Convention else consularized.

VERIFICATION

Mobile Verification: After enrolment, the Subscriber will receive a SMS with Request ID, The Subscriber has to send an SMS to +919664166000 stating "SAFE Request_ID email_ID confirmed" or alternately may call toll free number 1800-419-2929 between 9 am and 8 pm and Select 8 to have your Mobile Number verified for Digital Signature Approval.

In case of Bank or Government Organisation, the applicant's mobile number can be certified by Bank Manager or the Government Department respectively, hence, a separate mobile verification as above is not required.

For foreign applicant, mobile verification is exempted.

Verification by Video: (Required for Class 3 Only) After enrolment, a link will be sent to the Subscriber email ID, the Subscriber has to click the link and record his video stating his/her name and that he/she has applied for a Digital Signature mentioning Class, Type and Validity of the DSC and Name of the Organisation in case of Organisation DSC.

In case of Bank or Government Organisation the physical verification of applicant can be certified by Bank Manager or the Government Department respectively, hence, separate Physical Verification by Video is not required.

SUGGESTED FORMAT OF RESOLUTION EMPOWERING THE AUTHORISED SIGNATORY

"Resolved that Mr. [Name of the person being appointed for authorization], whose details are given below, be and is hereby vested with the power to authorize the Organisation Personnel for application of Digital Signature for using on behalf of the Organisation as Authorised Signatories."