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| **Proprietorship Firm** |

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| **Information Required** |

1. Applicant’s Mobile Number:
2. Applicant’s eMail ID:

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| **Documents Required** |

1. Copy of Applicant’s Pan Card
2. Passport Size Colour photo of the Applicant
3. Copy of GST Registration Certificate of the Organisation (3 Pages)
4. Copy of Authorisation letter signed by Proprietor along with his PAN card (**format Attached**)
5. IEC (Import Export Certificate)

[If the Organization is not registered with the GST Department or desired name does not match with GST database, instead of GST certificate, please attach: (1) Latest Bank Statement with transactions (Not older than 3 months), (2) Trade Licence showing the name of the Proprietor.]

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| **Verification Process**  |

Mobile OTP and email OTP will be sent to validate the Mobile Number and email ID which will be required for Digital Signature issuance.

Further, Link for recording Video of the Applicant will be sent to the Mobile Number via SMS and on email.

Video is to be recorded by the Applicant by saying the matter that is written on the Screen along with the Video Code. **[Sample: *My name is (Applicant Name) and I want to apply for a DSC/eSign through (Certifying Authority Name). The code is (XXX)*]**

In the Video, the Applicant will have to show his Original PAN Card, First Page of GST Registration Certificate, Authorisation letter and IEC (Import Export Certificate)

The above verification may also be required of the Proprietor (Authorising Person) where he himself is not the Applicant at the discretion of the Certifying Authority.

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| **Your Requirements** |

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|  | **2 years** | **3 years** |  |
| Signing Certificate (with Organisation Name) | Rs. 2000/- 🞏 | Rs. 2800/- | 🞏 |
| USB Token-**Optional** | Rs. 400/- 🞏 | Rs. 400/- | 🞏 |

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| **Payment Details** |

**Bank Details for Internet Banking**

**Poddar Digital Services Private Limited**

ICICI Bank Ltd

Account Number:  694605600278

Type of Account: Current

IFSC Code:  ICIC0006946 (Alphabets ICIC and Numeric zero zero zero six nine four six)

Branch: G C Avenue Branch

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| **We Care** |

The whole process can be done online. You need not visit or send anyone physically to our office. After Approval, we will get your Digital Signature downloaded in your existing token through remote access. In case of New Token the same shall be sent through a Standard Courier.

Our Office Staff will guide you if you face any issue with Video recording, OTP and Status of the Digital Signature. (You can call 9836900132 for the same)

Please provide the Contact Number of the person who can be contacted to get the process completed on behalf of the Applicant (Name & Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

**AUTHORIZED SIGNATORY LETTER TO CA FOR e-Sign/DSC (in Letter Head)**

**(To be submitted to CA by Proprietor/Authorizing Person)**

To Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

The Licensed Certifying Authority

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am the Proprietor/Authorizing Person of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization Name) representing in the capacity of Proprietor~~/Authorizing Person being the~~ ~~Karta of the HUF where the HUF is the Proprietor/Director of the Company where the Company is the Proprietor~~.

I, having understood the requirements of eSign/DSC enrolments under provisions of Information Technology Act do hereby authorize the persons mentioned herein to obtain a Digital Signature with Organization Name in confirmation with those requirements.

I enclose copy of my PAN card.

(Note - Below information should be same as used in KYC Account)

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| **Sl. No.** | **Name of the Applicant** | **PAN** | **eMail** | **Mobile No** | **Designation** |
| 1 |  |  |  |  |  |

Signature

(Seal & Stamp)

Name of Partner/Authorizing Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enclosed:**

* PAN card of Proprietor/Authorizing Person