

DOCUMENTS REQUIRED FOR GETTING CLASS II AND CLASS III DIGITAL SIGNATURE

For Company

1. Application Form.
2. Copy of Board Resolution authorising a person to make application
3. Copy of pan card of the company
3. Copy of MOA and AOA of the company
4. Copy of Incorporation certificate of the company
5. Copy of pan card of Directors
6. Copy of pan card of applicant
7. Copy of Bank Statement (Three months)
8. Copy of one year IT Return (if IT return has not been submitted, same must be given in letter head of the company)

Document No 3 to 8 should be attested by Gazetted Officer or Bank Manager or Post Master

For Partnership Firm

1. Application Form.
2. Copy of Partnership Deed
3. Copy of Pan card of the Partnership
4. Address proof of Partnership Firm.
5. Copy of Pan Card of Partners/Applicant
6. Copy of Bank Statement (Three months)
7. Copy of one year IT Return (if IT return has not been submitted, same must be given in letter head of the company)

Document No 3 to 7 should be attested by Gazetted Officer or Bank Manager or Post Master

For Proprietorship Firm

1. Application Form.

2. One recent passport size colour photograph
3. Address proof of Proprietorship Firm.
3. Bank Statement of Firm or Service Tax Registration or VAT Registration Certificate or Shop Act License.
4. Copy of Pan Card of Proprietor/Applicant
5. Copy of Bank Statement (Three months)
6. Copy of one year IT Return (if IT return has not been submitted, same must be given in letter head of the company)

Document No 3 to 6 should be attested by Gazetted Officer or Bank Manager or Post Master

For Individual

1. Application Form.
2. PAN of the Applicant
3. Address Proof of Applicant.
4. One recent passport size colour photograph

Document No 2 & 3 should be attested by Gazetted Officer or Bank Manager or Post Master.

LIST OF DOCUMENTS ACCEPTED AS IDENTITY PROOF AND ADDRESS PROOF

1 Government-issued Photo-ID

- Pan Card
- Passport
- Driving License
- Any other photo id issued by the Government of India or the state government is acceptable with a condition that the subscriber complete signature MUST be there on the id.

2 Address Proof

Any one of the following can be submitted for the Address proof:

- Passports
- Driving License
- Voters ID card
- Student SSC / HSC / graduation / post graduation degrees certificate
- Birth certificate
- School leaving certificate
- Electricity bill
- Mobile / Telephone bill
- Water Bill
- Gas Bill
- Property Tax/ Corporation/ Municipal Corporation Receipt
- Service Tax/VAT Tax/Sales Tax registration certificate
- Bank Statement attested by the banker
- PF statement.

Validity of the Address Proof:

Recent proof, but proof should not be older than 3 months in case of electricity bill, mobile/telephone bill. Using single document copy for both Photo-ID & Address proof may be considered. If the address in the Photo-id is different from the Address given in the application then a separate address proof may be insisted & collected.

NOTE:

Copy of the **Any one** of the above photo-Id/Address proof should be attested by Banker / Public Notary or Gazetted Officer.