

Documents required to upload for Organization Paperless DSC & eKYC

For Authorized Signatory

Method 1 online GST verification

Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	AOP	NGO/Trust
<p>1.Applicant Pan card/aadhar card which no. is mentioned in order.</p> <p>2. Bank statement/ GSTR 3b filing copy not older than 3 months</p>	<p>1.Applicant Pan card/aadhar card which no. is mentioned in order.</p> <p>2.Authorized signatory letter.</p> <p>3. Partnership deed.</p> <p>4. Authorizing Person Sign id proof.</p> <p>5. Bank statement/ GSTR 3b filing copy not older than 3 months</p>	<p>1.Applicant Pan card/aadhar card which no. is mentioned in order.</p> <p>2.Authorized signatory letter/ Board resolution.</p> <p>3. Mca Signatory list.</p> <p>4. Authorizing Person Sign id proof.</p> <p>5. Bank statement/ GSTR 3b filing copy not older than 3 months</p>	<p>1.Applicant Pan card/aadhar card which no. is mentioned in order.</p> <p>2.Authorized signatory letter</p> <p>.3. Partnership deed.</p> <p>4. Authorizing Person Sign id proof.</p> <p>5. Bank statement/ GSTR 3b filing copy not older than 3 months</p>	<p>1.Applicant Pan card/aadhar card which no. is mentioned in order.</p> <p>2.Authorized signatory letter</p> <p>3. Signatory list.</p> <p>4. Authorizing Person Sign id proof.</p> <p>5. Bank statement/ GSTR 3b filing copy not older than 3 months</p>	<p>1.Applicant Pan card/aadhar card which no. is mentioned in order.</p> <p>2.Authorized signatory letter.</p> <p>3. Signatory list.</p> <p>4. Authorizing Person Sign id proof.</p> <p>5. Bank statement/ GSTR 3b filing copy not older than 3 months</p>

Important Notes:

1. Provide employee official Identity card if applicable.
2. Copy of List of Directors. CA shall cross verify such details in MCA website.
3. If an Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed with DSC authorization letter.
4. Government issued ID card (PAN, Voter ID, Passport or Driving License) or organizational ID card of Authorized signatory shall be enclosed.

Method 2 Without GST verification

Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	AOP	NGO/Trust
1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.
2.Organization bank statement	2.Authorized signatory letter.	2.Authorized signatory letter/ Board resolution	2.Authorized signatory letter/ Board resolution.	2.Authorized signatory letter/ Board resolution.	2.Authorized signatory letter/ Board resolution.
3.Organization registration copy	3. Organization bank statement.	3. Organization bank statement.	3. Organization bank statement.	3.Organization bank statement.	3.Organization bank statement.
	4. Organization registration copy.	4.Certificate of incorporation.	4. Certificate of incorporation.	4. Organization registration copy.	4. Organization registration copy.
	5. Organization Pan card	5. Organization Pan card	5. Organization Pan card.	5. Organization Pan card.	5. Organization Pan card.
	6. Partnership deed	6 .MCA signatory list	6.MCA signatory list	6. Signatory member list.	6. Signatory member list.
	7. Authorizing person sign id proof.	7. Authorizing person sign id proof.	7. Authorizing person sign id proof.	7. Authorizing person sign id proof.	7. Authorizing person sign id proof.

Important Notes:

1. Provide employee official Identity card if applicable.
2. Copy of List of Directors. CA shall cross verify such details in MCA website.
3. If an Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed with DSC authorization letter.
4. Government issued ID card (PAN, Voter ID, Passport or Driving License) or organizational ID card of Authorized signatory shall be enclosed.

Following documents required for Organization Paperless DSC & eKYC

For Employee

Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	AOP	NGO/Trust
1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.
2. Organization Employee ID card.	2. Organization Employee ID card.	2. Organization Employee ID card.	2. Organization Employee ID card.	2. Organization Employee ID card.	2. Organization Employee ID card.

Foreign Individual Paperless DSC & eKYC

1. Identity proof, the scanned copy of Passport/Local Govt issued identity/PAN/OCIpassport can be submitted.
2. Address proof the scanned copy of passport/OCI passport/local government issued id having address/bank details having address/any utility bills in the name of applicant issued within three months/ document issued from embassy with residential address can be provided.

Foreign Organization Paperless DSC & eKYC

1. Applicant Govt issued ID Proof/Organisational ID Proof.
2. Certificate of Incorporation/Company's Registration Certificate (as an entity proof)*
3. Authorisation letter from Organisation with Authorised Signatory Id Proof.
4. A) Organisational existence, publicly verifiable and listed/recognized by local government reference of organisation in database/registry should be provided*
B) List of directors/Any organization documents that contain applicant or authorised person's name
5. If Organisation is registered under Indian Government then a scanned copy of Authorisation letter(contain applicant details) issued from Organisation can be accepted as address proof/existence of Organisation for DSC.