

Customer Identification Number : _____ (for office use only)

Documents Required for Verification



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

3 IEC Certificate (Online copy not allowed)

In case of office address is different from IEC copy please provide the address proof from.

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

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

(n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25206622
southsales@ncode.in

Mumbai
022-22048908
mumbaisales@ncode.in

Surat
0261-2789944
suratsales@ncode.in

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Authorization Letter

Please Note: The authorized signatories for applying Digital Signature Certificate should be duly authorized by the resolution of board of directors / Partners.

To,
(n)Code Solutions (A Division of GNFC Ltd.)

This to certify that

Mr. / Ms. _____ (certificate applicant)

Mobile _____ has provided correct information in the application form for issue of Digital Certificate to the best of my knowledge and belief and is working with _____ (organization name). He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

DETAILS OF AUTHORISING PERSON

| | | | |
|-------------|----------------------|--|----------------------|
| Name | <input type="text"/> | | |
| Designation | <input type="text"/> | Identity | <input type="text"/> |
| Date | <input type="text"/> | Signature of Authorising Person (Blue Ink Only) (with seal of Organization) | |
| Place | <input type="text"/> | | |
| | | [Sign : |] |

NOTE :

In the case of authorised signatories' self DSC application, It should be counter signed by at least one authorised personal other than authorised signatory.

END OF FORM

(n)Code Offices Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

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