

DESAI ASSOCIATES

Financial & Tax Consultants

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Document List for Digital Signature Certificate CLASS - 3

USED ONLY **BLUE PEN** FOR SIGNING AND FILLING OF DSC FORM

INDIVIDUAL/PROPRIETORSHIP FIRM	PARTNERSHIP FIRM	CORPORATE ENTITIES
Copy of Business Registration Certificate (S&E / VAT / ST)	Copy of Partnership Deed (Max of first three pages including list partners and authorized signatories)	Copy of Company PAN Card (Front side Page – 1)
Copy of Bank Statement (First and Second Page)	Copy of PAN Card (Front side Page – 1)	Copy of certificate of incorporation (Page – 1)
Copy of ITR accompanied by computation of income/financial statement Front side Page - 1	Copy of Bank Statement (First and Second Page)	The copy of audit report along with the annual return pertaining to last financial year (First and Second Page)
<u>VIDEO RECORDING :</u> Partner/Proprietor/Director who applies for class3 dsc certificate video recording compulsory.		Copy of Article and Memorandum of Association (First two Page)
		Copy of Bank Statement (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.

Copy of supporting Documents must be Attested by Any One of the Following :

- Gazette Officer**
(Name of The Department, Employee id, Designation and Mobile Number is Required With Seal)
- Bank Manager / Authorized executive of the Bank**
(Name of Bank, Branch, Employee ID, Designation, and Mobile Number is Required with Seal)
- Post Master**
(Name of Post Office, Name of Post Master, Employee id and Mobile Number is Required With Seal)

VERY IMPORTANT NOTE:

- Signature of DSC Application Form Must Be As Per PAN Card only.
- E-Mail Id & Mobile Number of The Client Is Required for Each Applicant, CA or Consultant
Email id not permitted. **No single mistake allowed in the form.**

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