

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>NOTE :</u> IEC CODE CERTIFICATE MUST BE PROVIDE.		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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