

ORG - Documents Checklist

Proprietor Firm

- 1 > Applicant Photo + PAN + Aadhaar – Mobile number & Email ID (OTP Verification)
- 2 > GST Certificate / if not, Gumasta & Company Current Bank St
- 3 > Authorization Letter (If Applicants is not proprietor)

Partnership / LLP

- 1 > Applicant Photo + PAN + Aadhaar – Mobile number & Email ID (OTP Verification)
- 2 > Company PAN
- 3 > Partnership DEED (1st page & List of partners page)
- 4 > GST Certificate / if not, Company Current Bank St. (1st & 2nd Page)
- 5 > Authorization Latter (Partner only can authorize)

LTD / PVT LTD

- 1 > Applicant Photo + PAN + Aadhaar – Mobile number & Email ID (OTP Verification)
- 2 > Organization Pan
- 3 > GST Certificate / If not, Company Current Bank St. (1st & 2nd Page)
- 4 > List of director / Incorporation Certificate / Board Resolution
- 5 > Authorization Letter (Director only can authorize)

1 > Authorizing Person PAN Card Copy.

1> If DGFT Application* IEC Certificate Required.

Note : Video Format

- My name is ----- my code is ----- I Have applied for -----Digital Signature.
- Applicant should be shown all original documents (PAN+Aadhar+GST+Authourisation Latter+ IEC) in video.