

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

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
080-25272525
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 style="width: 100%;" type="text"/>		
Designation	<input style="width: 40%;" type="text"/>	Identity	<input style="width: 40%;" type="text"/>
Date	<input style="width: 40%;" type="text"/> / <input style="width: 10%;" type="text"/> / 2015	Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place	<input style="width: 40%;" type="text"/>	[Sign :]

END OF FORM

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