



# Documents Validation

For Digital Signature

## Summary of Documents Required

Class -2 Individual	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Identity Proof</li> <li>3. Address Proof</li> <li>4. 1 Passport Size Photo</li> </ol>
Class -2 Organization	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Identity Proof</li> <li>3. Address Proof</li> <li>4. Organization Proof</li> <li>5. 1 Passport Size Photo</li> </ol>
Class-2 Signing + Encryption	<ol style="list-style-type: none"> <li>1. ID Proof</li> <li>2. Address Proof</li> <li>3. Organization Proof</li> <li>4. Last 3 Months Bank Statement</li> <li>5. Last Year ITR</li> <li>6. GST Registration</li> <li>7. 1 Passport size photo</li> </ol>

## General Instructions

### Instructions

1. Signature of the applicant should be in **Blue Ink only**
2. Signature of the applicant should be as it is in ID proof
3. Photo of the applicant in application form should be cross signed
4. All supporting documents should be attested by either of Gazetted Officer / Bank Manager / Post Master
5. For proof of attesting officer either one of the below is mandatory –
  - Contact Details of Attesting Officer including the name, designation, office address and contact number. This should be as part of attestation. If provided separately, it should be attested either by Applicant or Attesting Officer.
  - **OR** Self Attested copy of Organisational Identity card of attesting officer
6. Organizational Documents can also be attested by Authorized Signatory

If Organizational Documents are attested by Authorized signatory, attested copy of the organisational ID Card of the Authorized signatory is mandatory.

## List of Accepted Documents - Individual

Identity Proof (Any one of below)	Address Proof (Any one of below)
<ol style="list-style-type: none"> <li>1. Passport</li> <li>2. PAN Card of the Applicant</li> <li>3. Driving Licence</li> <li>4. Post Office ID Card</li> <li>5. Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official</li> <li>6. Photo ID card issued by the Ministry of Home Affairs of Centre/State</li> </ol>	<ol style="list-style-type: none"> <li>1. AADHAAR Card</li> <li>2. Voter ID Card</li> <li>3. Driving Licence (DL)/Registration Certificate (RC)</li> <li>4. Water Bill (Not older than 3 Months).</li> <li>5. Electricity Bill (Not older than 3 Months)</li> <li>6. Bank Statements signed by the bank (Not older than 3 Months)</li> <li>7. Service Tax/VAT Tax/Sales Tax</li> </ol>

Governments  
7. Any Government issued photo ID card bearing the signatures of the individual

registration certificate  
8. Property Tax/ Corporation/ Municipal Corporation Receipt

## List of Accepted Documents - Organization

Document Name	Company	Partnership	Proprietorship	LLP	NGO/ Trust
Copy of Applicant's Organizational ID Card / Letter from Organization / Pay Slip	Yes	Yes	Yes	Yes	Yes
Copy of Organizational PAN Card	Yes	Yes		Yes	Yes
Copy of Bank Statement (First 2 Pages)	Yes	Yes	Yes	Yes	Yes
Copy of Incorporation/Registration Certificate	Yes			Yes	Yes
Copy of AOA & MOA / Rules / Bye laws (First 2 Pages)	Yes			Yes	Yes
Copy of Last Income Tax Return / Audit Report & Annual Return / Self Affidavit with reason, if not available (First 2 Pages)	Yes	Yes	Yes	Yes	Yes
Copy of Partnership Deed / Trust Deed / LLP Agreement containing the List of Partners / Signatories (2 Pages)		Yes		Yes	Yes
Copy of Business Registration Certificate (GST)	Yes	Yes	Yes	Yes	Yes
Proof of Authorized Signatory (Board Resolution)	Yes	Yes	Yes	Yes	Yes

Authorized Signatory Organizational ID Card / Self-Attested Letter of Organizational Identity	Yes	Yes	Yes	Yes	Yes
Copy of PAN Card of Applicant, if PAN provided	Yes	Yes	Yes	Yes	Y