

CHECKLIST FOR CLASS 3 ORGANIZATION NON-EKYC DIGITAL CERTIFICATE VALIDATION

SUBSCRIBER FORM:

1. First Name :
2. Last Name :
3. Email Address :
4. City :
5. State :
6. Country :
7. Passport size photograph of the Subscriber :
8. Photo ID:
 - i)Check the photo of the Subscriber:
 - ii)Check Identifying Numbers
 - iii)Check Expiry date (As applicable)
9. Address Proof :
 - i)Check Subscriber/Organisation Name
 - ii)Check Expiry date
11. Signature of the Subscriber :
12. Date on the Document:
13. Date of Attestation by Bank/Gazatted Officer:
14. Attester Name :
15. Attester Designation :
16. Attester Signature :
17. Seal /Stamp confirmed :
18. Date of Attestation
19. Contact number of the Attested Officer
20. Face to Face verification happened

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Corporate Entities:

1. Copy of Company Pan Card
2. Copy of certificate of incorporation
3. Copy of Article and Memorandum of Association (First two page)
4. Copy of statement of bank account (First and second page)
5. The copy of audit report along with the annual return pertaining to last financial year (First and second page)
6. The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

Partnership Firm:

- 1 Copy of partnership deed (Max of first three pages including list of partners and authorised signatories)
- 2 Copy of PAN card (Front side page-1)
- 3 Copy of statement of bank account (First and second page)
- 4 Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

Individual/Proprietorship Firm:

- 1 Copy of Business Registration Certificate” (S&E / VAT / ST)
- 2 Copy of statement of bank account (First and second page)
- 3 Copy of ITR accompanied by computation of income/financial statement Front side page-1)

Non-Government Organization/Trust:

- 1 PAN Card of NGO/Trust
- 2 Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances
- 3 Copy of Trust Deed
- 4 Copy of rules and Bye laws of NGO
- 5 Copy of Bank Statement verified/attested by Banker
- 6 Copy of Income Tax Return of last year
- 7 Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- 8 Certified copy of organizational ID proof of authorised signatory

e-KYC:

For e-KYC organizational type, the required documents will be the same as for Non-eKYC