



**DOCUMENT CHECKLIST FOR ORGANIZATION CERTIFICATE**

**Document of the Applicant –**

- \* Proof of Identity: PAN Card of the application – Self attested
- \* Proof of Address: Aadhar Card or Passport or Driving License - Self attested

Note : Proof of identity and address shall be attested by Banker or Post Master or Group A or Group B Gazatted office. This attestation is not required if applicant process digital signature through Aadhar Card

**Document for Organization – All Documents to be Attested by Authorized Signatory with Stamp or Seal**

Type of Organization Document	Company	Partnership	Proprietor ship	Others
Copy of IEC (Import Export Code) Certificate	√	√	√	√
Copy of Organization PAN Card / Proprietor PAN Card	√	√	√	√
Copy of Organizational Bank Statement ( Latest 2 Pages)	√	√	√	√
Copy of Incorporation / Registration Certificate of Organization / Business Registration Certificate (VAT ,ST, S &E)	√		√	√
Copy of Memorandum & Articles / Partnership deed / Bye Laws (First 2 Pages)	√	√		√
Copy of Last Audit Report & Annual Return (First 2 Pages)	√			√
Copy of Latest ITR With Computation		√	√	√
Copy of Resolution Empowering the Authorized Signatory *	√			√

**\*Note:**

Resolution not Required if Authorization Made by Directors / Partners of the Organization – Identity Proof of Such Person which contain their Signature Should be attached to the Form

**Sample Format of Resolution**

**Extracts of the meeting of the [Partners/Board of Directors/Governing Body] of [Name of the Organisation] held on [Date]**

“Resolved that Mr. [Name of the person being appointed for authorization], whose details, photo and signature given below, be and is hereby appointed to Authorize [all or any or selected Persons of the Organisation as per list] at [Name of branch/Unit/Department] for obtaining Digital Signatures of [Class 3 with Organisation Name having Validity 2 years for Signing] on behalf of the Organisation.”

<b>Name of the person Appointed for Authorization:</b> <b>Designation :</b> <b>Department:</b> <b>Employee Code:</b> <b>Employee ID Card No :</b> <b>Address:</b> <b>Signature:</b> <b>Contact No.</b> <b>Date:</b>	<b>Photo of the Person with seal of the Organisation</b>
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Certified true Copy  
For [Name of the Organisation]

Signature of the Partner/Director/Chairman/Secretary/Head of Department