

Documents required to show in video for Organization Paperless DSC & eKYC

For Authorized Signatory

Method 1 online GST verification

Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	AOP	NGO/Trust
1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.
	2.Authorized signatory letter.	2.Authorized signatory letter/ Board resolution	2.Authorized signatory letter.	2.Authorized signatory letter.	2.Authorized signatory letter.

Important Notes:

1. Provide employee official Identity card if applicable.
2. Copy of List of Directors. CA shall cross verify such details in MCA website.
3. If an Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed with DSC authorization letter.
4. Government issued ID card (PAN, Voter ID, Passport or Driving License) or organizational ID card of Authorized signatory shall be enclosed.

Method 2 Without GST verification

Proprietorship Firm	Partnership Firm	Corporate Entities	LLP	AOP	NGO/Trust
1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.	1.Applicant Pan card/aadhar card which no. is mentioned in order.
2.Organization bank statement	2.Authorized signatory letter.	2.Authorized signatory letter/ Board resolution	2.Authorized signatory letter.	2.Authorized signatory letter.	2.Authorized signatory letter.
3.Organization registration copy	3. Organization bank statement. 4. Organization registration copy.	3. Organization bank statement. 4.Certificate of incorporation.	3. Organization bank statement. 4. Certificate of incorporation.	3. Organization bank statement. 4. Organization registration copy.	3. Organization bank statement. 4. Organization registration copy.

Important Notes:

1. Provide employee official Identity card if applicable.
2. Copy of List of Directors. CA shall cross verify such details in MCA website.
3. If an Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed with DSC authorization letter..
4. Government issued ID card (PAN, Voter ID, Passport or Driving License) or organizational ID card of Authorized signatory shall be enclosed.