



# DIGITAL SIGNATURE CHECK LIST

Jagdish & Associates  
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# **DIGITAL SIGNATURE CHECK LIST**

## **Check list for Individual Class-3**

- 1) Passport Size Photo in JPEG Format.
- 2) Pan Card Copy.
- 3) Aadhaar card copy
- 4) Active Email id and Mobile Number

## **Check list for class-3 Individual Singning with encryption combo**

- 1)Pan card copy
- 2)Aadhaar card copy
- 3)Gst copy
- 4)Active Email/mobile

## **Check list for Class-3 ORG DSC**

### **Check list for the Company**

- 1) DSC Applicant Passport Size Photo
- 2) Copies of directors' PAN Card/Aadhaar Card
- 3) GST Certificate Copy
- 4) Official Email ID and Mobile Number
- 5) Organization PAN Card copy
- 6) Company MCA Master Data copy

## **Check list of Foreign National DSC**

- (a) Latest photograph of the applicant in JPEG format.
  - (b) copy of his Coloured passport.
  - (c) copy of Pan Card (if issued)
  - (d) Copy of present address proof which may be any one of- Driving Licence, National ID Card, telephone or electricity bill/ bank account statement. Also, the said Telephone or electricity bill or bank account statement submitted as address proof should not be older than 3 months for a foreign national. In case not in English, certified translation is also required.
  - (d) Active Email id
  - (e) Active Mobile Number with Country Code
1. A copy of the applicant's PAN Card or Aadhaar Card
  2. A copy of the organization's GST Certificate
  3. A complete copy of the MCA Master Data
  4. A copy of the Import Export Code (IEC)
  5. An active official email address
  6. An Aadhaar-linked active mobile number

**Connect Now for More Details**

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**Jagdish & Associates**  
**Chartered Accountants**

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