

## **CHECKLIST FOR CLASS 2 ORGANIZATION NON-EKYC DIGITAL CERTIFICATE VALIDATION**

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### **SUBSCRIBER FORM:**

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

## **FOR POR**

### **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