



Documents required for Class II Individual DSC used for Income Tax, TDS, ROC (MCA21) etc.

Sr. No.	Document Required For	Name of Document
1	Identification proof	PAN Card
2	Address proof	One of the following duly attested by a Gazetted officer / Bank Manager / Post Master Telephone bill not older than 3 months Electricity bill not older than 3 months Water bill not older than 3 months Gas connection bill not older than 3 months Bank statement duly signed by bank official and not older than 3 months. Service Tax / VAT / Sales Tax registration certificate with name of the applicant. Property Tax / Municipal Tax / Corporation Tax receipt for the current year. Valid Driving License Voter ID Valid Pass port

Instructions for filling up the form

- Please mark DSC for One Year or Two Years as required.
- Please mark DSC Type “Only Signing”.
- Attach PAN Card copy. Photo and signature on it must be properly legible.
- Sign on the form must be same as that on the PAN Card.
- Photograph must be pasted on the form and it must be signed across.
- **All the proofs must be attested by Gazetted Officer OR Bank Manager OR Post Master.**
- Address on the form must be same as that on the address proof.
- **If address proof is any utility bill (like electricity, telephone, gas, water etc.) then it must not be earlier than three months from the date of application.**
- If the proof is Driving license or Passport it must be valid on the date of application. (i.e. it must not have expired).
- If the form will be rejected by the Certifying Authority (CA), than a new form will have to be submitted.
- Signature issuance may take 3 days or more time.
- No correction will be allowed in the form, so fill up the form carefully.
- The requirements may change at any time without prior intimation.
- Cheque to be in the name of “Swastik Digisign Services” Payable at par at VADODARA.
- For any further assistance please call on 0265-2283598, 2281952, 9427506004 or mail to swati@swastikservices.com