



DOCUMENTS REQUIRED FOR ORGANISATION CLASS III B DSC USED FOR eTENDERING

Sr. No.	Document Required For	Name of Document
1	Identification proof of Applicant	PAN card
2	Address proof of office / Firm / Company	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. Latest Income Tax return acknowledgement
3	Firm / Company Identity proof	PAN card
4	Document required for Organisation / Enterprise / Firm / Company	One of the following duly attested by a Gazetted officer / Bank Manager / Post Master Certificate of Incorporation Memorandum & Articles of Association Registered partnership deed Valid Business license issued by State / Central Govt. Annual report Latest income tax return acknowledgement Bank details of the Organisation
5	Authorisation Letter	Authorisation letter provided on the second page of the application form. For Firm / Company to be authorised by partner / director other than the applicant.

Instructions for filling up the form

- Please mark DSC for One Year or Two Years as required.
- Please mark DSC Type "Sign & Encrypt".
- Attach PAN Card copy of applicant. Photo and signature on it must be properly legible.
- Sign on the form must be same as that on the PAN Card.
- Attach PAN Card copy of the organisation in case of Firm / Company (other than proprietorship firms)
- 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 of office / Firm / Company / Organisation / Enterprise.
- 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.
- Authorisation letter on the second page of the form must be signed by partner / director other than the applicant in case of Firm / Company with organisation stamp / seal. In case of proprietorship it has to be signed by the proprietor with organisation stamp.
- 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