



## Organisation DSC

Class 3 — Company / LLP / Partnership / Trust

### ACCEPTED AT

MCA21 · ROC · GST · e-Tender · GeM · NIC · MSTC · IRCTC · Authorised Signatory Filings

### Documents Required

1	<b>Authorised Signatory KYC</b> PAN + photo ID (Aadhaar / Passport / Voter ID) + recent photograph.	<input type="checkbox"/>
2	<b>Organisation PAN</b> Self-attested PAN card of the entity.	<input type="checkbox"/>
3	<b>Constitution Document</b> Incorporation Certificate / Partnership Deed / Trust Deed / Society Registration.	<input type="checkbox"/>
4	<b>Board Resolution / Authorisation Letter</b> On entity letterhead authorising the signatory to obtain the DSC.	<input type="checkbox"/>
5	<b>GST / Udyam / Shop &amp; Estab.</b> Latest GST certificate or Udyam / Shop & Establishment registration.	<input type="checkbox"/>
6	<b>Address Proof</b> Bank statement or utility bill of the entity — not older than 2 months.	<input type="checkbox"/>
7	<b>e-Tender / GeM ID (optional)</b> NIC tender user ID or GeM seller registration, if already enrolled.	<input type="checkbox"/>

### Important Notes

- Authorisation letter must be signed by a Director / Partner / Trustee — not by the applicant.
- Same Class 3 Organisation DSC works for MCA, GST, e-Tender, GeM, NIC, MSTC and IRCTC.
- For Pvt Ltd / LLP, share the latest MCA master data screenshot to speed up verification.