



Guidelines for filling eMudhra DSC Application form for Organisation

Applicant is requested to follow the below mentioned guidelines for filling up eMudhra DSC application form for Individual:

1. Take print out of the application form
2. Affix the passport size photo on the top right section and sign across the photo
3. For Sl. No. 1A select either Class 2 Gold Organisation.
4. For Sl. No. 1B select **Signature**.
5. Fill the applicant details starting from Sl. No. 4 to Sl. No. 11
 - a. Name of the applicant should be as per the ID proof submitted by the applicant
 - b. From Sl. No. 4 to Sl. No. 11 all the sections are mandatory
 - c. PIN code and Mobile no are mandatory
6. Mention the personal PAN no (if available) at Sl. No. 12. Attach a copy of PAN card.
7. Attach any ONE valid ID proof and the checklist documents mentioned below
8. Sign at the declaration section

Check list documents for Organization:

A: ID Proof:

- I. Passport
- II. Driving License
- III. PAN Card
- IV. Post Office ID card
- V. Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official
- VI. Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments
- VII. Any Government issued photo ID card bearing the signatures of the individual

A: True copy of any one below,

Certificate of Incorporation or Memorandum of Association or Regd Partnership Deed or Valid Business License

B: True copy of any one,

Annual Report or Latest Income Tax Return or Latest Organization Bank details from the Bank or Statement of Income issued by Chartered Accountant

C: Attested Copy of the Organization PAN Card

D: Authorization letter in favor of the certificate applicant from the Organization as per format below

E: List of Partners/Members/Directors with their complete name and address details

Dispatch the application form with documents

Dispatch the filled in application form along with supporting documents with attestation:

**Kind Attn to: Operations team
eMudhra Consumer Services Limited
No: 56, 3rd Floor, Sai Arcade,
Devarabeesanahalli,
Above Passport Office,
Outer Ring Road,
Bangalore – 560103
Phone: +91 80 42275300**