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Dear Recipient,

We thank you for showing your interest in our services. This document contains checklist for **Digital Signature Certificate for DGFT**. You may contact us any time during our working hours for any clarifications.

### Document Checklist

Document Name	Company	Partnership	Proprietorship	AOP/BOI	LLP	NGO/Trust
Copy of Organizational PAN Card , If GST No. not provided	✓	✓		✓	✓	✓
Copy of Recent Bank Statement / Bank Certificate , If GST No. not provided	✓	✓	✓	✓	✓	✓
Copy of Incorporation Certificate , If GST No. not provided	✓			✓	✓	✓
Copy of Business Registration Certificate (S&E / etc)			✓			
Copy of Partnership deed containing list of Partners / Authorization Letter		✓				
Proof of Authorized Signatory (List of Directors / Board Resolution / Resolution)	✓			✓	✓	✓
Authorized Signatory ID Proof (Organizational ID Card / PAN Card / etc)	✓	✓	✓ ( If applicant is not a proprietor )	✓	✓	✓
Copy of Applicant PAN Card	✓	✓	✓	✓	✓	✓
Copy of IEC Certificate	✓	✓	✓	✓	✓	✓

All Documents required in **PDF** Format through Email/whatsapp.

Best Regards  
Team MYCAPORTAL