

GOVERNMENT AUTHORIZED SIGNATORY LETTER TO CA FOR DSC

(To be submitted to CA by Authorized Signatory)

To,
VSign CA
2nd Floor, Bhavna Building, V.S. Marg,
Prabhadevi, Mumbai – 400025

I, Controlling/ Administrative Authority/ Head of Office/ Head of Department (HoD) of the -----, have understood the requirements of DSC enrolments Under provisions of Information Technology Act, and will authorize the employees in line with those requirements. I have enclosed my ID card/ Identity letter issued by the Organization/ Proof of Association with the Organization.

(Note: Below information should be same as used in KYC Account)

Applicant Details:

Name (As per PAN Card)	
PAN Card Number	
Date of Birth (As per PAN Card)	
Mobile Number	
Mail Id	
Office Address	
Pincode	

Authorized Official Details:

Name (As per PAN card)	
Organization Name	
Position/ Designation	
PAN Card Number	
Mobile Number	
Email ID	
Office Address with pincode	

Signature: _____
(Seal & Stamp)
Date: _____

Enclosed: (1) Request letter, (2) Authorization Letter, (3) Applicant Passport Photo/ Selfie, copy of Employee ID Card, copy of PAN Card (4) Authorized Officer Passport Photo, copy of Employee ID Card, copy of PAN Card.