

PROCEDURE TO OBTAIN DIGITAL SIGNATURE CERTIFICATE (DSC)

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1. Every individual, who is required to file any document on Ministry of Corporate Affairs (MCA) Portal or interested to obtain Director Identification Number (DIN) as to become a director in any existing or proposed company, is required to obtain Digital Signature Certificate (DSC) class III. *{Rule 9(3)(b) of the Companies (Appointment and Qualification of Directors) Rules, 2014}*.
2. Arrange any one of following documents (self-attested) as identity proof of the applicant:
 - Income-tax Permanent Account Number (PAN)
 - Driving license
 - Bank passbook
 - Post office identity card
 - Valid Passport

(PAN in case of Indian national and Passport in case of Foreign national is mandatorily required)
3. Arrange any one of following documents (self-attested) as address proof of the applicant (utility bill shall not be older than 2(two) months in case of Indian National and not older than 1 (one) year in case of Foreign national):
 - Valid Passport
 - Telephone bill (latest copy)
 - Electricity bill (latest copy)
 - Water bill (latest copy)
 - Voter identity card
 - Gas Connection card
 - Aadhaar card
4. Arrange other documents as per requirement of certifying vendors of DSC issuing authority as some vendors may need other documents besides the above documents (identity proof and residence proof) and may need documents to be attested by a banker, Gazetted officer in case of Indian national and by Apostil authority or Indian Consulate in case of Foreign national.
5. An application for class III Digital Signature Certificate, as required for the Ministry of Corporate Affairs' portal, is to be filed with authorised vendor of digital signature certifying authorities.

Note that from 1st January 2021, only class III DSC is required, however, if any person has class II DSC whose validity period falls after 1st January 2021, he/she is not required to renew his/her DSC as he/she can use his/her class II

DSC till the period of its validity.

6. After receiving application from the applicant, the certifying authority will process the application.
7. After verification of the application form and documents, an application number, video link, DSC status link and OTP and e-mail verification link will be sent to the applicant's mobile number and email id for verification of mail id and audio and visual verification.
8. Complete the audio and video verification process on the given link and note that during video verification, the applicant must follow the procedure as specified in the link and is also required to show his/her original PAN card and Aadhaar card, in case Adhaar card is verified through OTP, then no need to show PAN and Adhaar card during video verification.
Simultaneously the applicant as soon as receive an OTP from vendor of DSC certifying authority on his/her given mobile number, shall forward the same to the vendor of DSC certifying authority as to verify his/her mobile number.
9. After above verification, the username and password are mailed on the email ID of the applicant so that DSC may be downloaded.
10. The DSC is generally issued by the vendor within a period of 3 days from the receipt of an application form and completion of audio and video verification and the validity of the DSC may be for 1 year/2 years.
11. The valid DSC is required to be registered at MCA Portal, so get it registered at MCA portal. Valid DSC is required to be registered at MCA V2 Portal for MCA V2 Portal Forms and at MCA V3 Portal for MCA V3 Portal Forms, after creating Business User ID of the concerned person.
12. The DSC must be kept in proper custody of the concerned person as to avoid the misuse of it.
