**DSC FORM FILL UP GUIDELINE**

1. **VALIDITY:- 2 YEARS**
2. **TYPE:- ONLY SIGNING**
3. **E-MAIL ID:- UNIQUE EMAIL ID FOR EACH PERSON ( PREFERLY IN GMAIL ID)**
4. **THE APPLICANT NAME (SPELLING) AS IN THE ID PROOF SHOULD MATCH WITH THE NAME OF THE APPLICANT (SPEELING) IN THE DSC APPLICATION FORM.**
5. **APPLICANT SHOULD PUT HIS/ HER FULL SIGNATURE ACROSS THE PHOTOGRAPH, IN FORM AND ALSO IN ALL DOCUMENTS.**
6. **RESIDENTIAL ADDRESS SHOULD MATCH WITH THE ADDRESS PROOF.**
7. **IN AUTHORISATION LETTER APPLICANT SHOULD MENTION HIS / HER ORGANISATION NAME AND DESIGNATION.**
8. **PHOTOCOPY OF ALL DOCUMENTS SHOULD BE SIGNED IN FULL ON EVERY PAGE ALONG WITH ATTESTION.**
9. **APPLICANT MOBILE NO SHOULD PROVIDED**

**DOCUMENTS TO BE SUBMITTED ALONG WITH DSC FORM**

**Attested copy of any one self signed (FULL SIGNATURE ONLY) documents as Identify proof:**

1. PAN Card
2. Driving License
3. Passport
4. Post Office ID Card
5. Government ID Card
6. Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

**Attested copy of any one self signed (FULL SIGNATURE ONLY) documents as Address proof:**

1. Telephone Bill (not older than 3 months)
2. Voter ID Card (Both Side)
3. Passport
4. Gas Connection
5. Electricity Bill (not older than 3 months)
6. Water Bill
7. Driving License / RC
8. Property Tax / Municipal / Corporation / Panchayat Tax Receipt
9. Bank Statement attested by the Bank
10. Services Tax / VAT Tax / Sales Tax Reg. Certificate