

Class – 2 Signature MCA & Income Tax:

A. Brief:

Class -2 Digital Signature Certificates are Personal Certificates that are issued mainly to Individuals which second highest level of assurance within the RCAI hierarchy setup by CCA (Controller of Certifying Authorities). These Certificates are PAN Based (the PAN Number of the applicant being encrypted in the certificate)

B: Where it is used:

1. Filing of Income Tax Returns
2. Ministry of Corporate Affairs – All Companies File documents with Digital Signature
3. TDS Return – Signing (NSDL)
4. Digital Signing of Form 16 / 16A (TDS Certificates)
5. Ms. Word / Excel, PDF signing
6. E Mail Signing

C: Documents required:

(All Documents mentioned below should be Self attested AND attested by a Practicing CA/CA/CWA or Public Notary or Banker or gazetted officer.

1. Application Form (Duly Signed)
2. Recent Passport Size Photo Graph (Pasted on the Application Form and signed across the photo)

3. Identity Proof: (Any one of the Following)

- a. PAN Card (Compulsory if required for Income Tax Filing)
- b. Passport
- c. Driving License
- d. Photo ID Issued by Central /State Government

4. Address Proof:

- a. Passport
- b. Driving License
- c. Latest Utility Bills (Telephone/Electricity/LIC/ Water)
Not older than 2 months
- d. Ration Card
- e. Voter ID
- f. Bank Account Statement (Not Older than 2 Months)
- g. Service Tax/ VAT registration Certificate
- h. Gas Connection documents
- i. Property tax/ Municipal tax Receipt