

Procedure for foreign vendor

A Step by step procedure to be adhered prior to obtaining of the DSC is given below.

- a) The vendor downloads the Registration/Application form from any of the licensed CAs as approved by CCA. (Please visit website <https://cca.gov.in> for details)
 - b) Vendor fills up the application form along with the requisite documents as mentioned below and visits the Indian Embassy along with the original documents corresponding to the certified true copies.
 - c) The above mentioned documents are then certified by the Indian Embassy.
 - d) Online fund transfer has to be made by the vendor of Rupee equivalent amount in vendor respective country's currency (Swift code of the CA's Bank will be provided by the CAs on request)
 - e) The Indian Embassy's documents are then needs to couriered to the respective CA.
 - f) The CA issues the DSC along with e-token and sends the same to the vendor.
- I. Documents required to **be submitted by a foreign vendor to Indian embassy** for obtaining Class 3 digital certificate on behalf of an Organization/Enterprise (certified true copy from either Company Secretary or a Director or Partner of the Organization) any one of the below mentioned documents is required:
 - a. Certificate of Incorporation
 - b. Memorandum and Articles of Association.
 - c. Registered Partnership Deed
 - d. Valid Business License document
 - II. Certified true copy of any one of the following
 - a. Annual report
 - b. Income tax return
 - c. Statement of Income
 - d. Bank details of the Organization
 - III. Documents required with each digital certificate application (Both of the below mentioned documents are required in original)
 - a. Authorization letter in favor of the certificate applicant from the applicant's organization (as per format attached herewith). The authorizing person should be one rank higher in that organization.
 - b. Latest Color Passport size photograph of the applicant
 - c. Copy of Visa, Passport & International driving license (attested by the company stamp and signed by the applicant. Original will be returned after verification by Indian Embassy)