

**GOVERNMENT AUTHORIZED SIGNATORY LETTER TO CA FOR e-Sign/DSC**

(To be submitted to CA by Authorized Signatory)

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

I, Controlling / Administrative Authority / Head of Office / Head of Department (HoD) of the -----  
Organization Name -----, have understood the requirements of eSign/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 Name	Email ID	Mobile no.

Authorized Person Name: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Position/Designation: \_\_\_\_\_  
Organization Identity Card Number: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Office Tel No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Email ID: \_\_\_\_\_

Signature: \_\_\_\_\_

(Seal & Stamp)

Date: \_\_\_\_\_

Enclosed: ID card of Authorized signatory /identity letter issued by the organization/ Proof of individuals  
association with organization.