



### Checklist for ASP

<b>Government Organization</b>	<ol style="list-style-type: none"><li>1. Application form.</li><li>2. KYC documents: No documents are required.</li><li>3. Audit report.</li><li>4. Go Live checklist.</li><li>5. Agreement between ESP and ASP.</li><li>6. Submission of Digital Signature Certificate (print screen) by ASP</li></ol>
<b>Authority Constituted under Central Act</b>	<ol style="list-style-type: none"><li>1. Application form.</li><li>2. KYC documents<ul style="list-style-type: none"><li>❖ Copy of the act under which the organization is constituted.</li></ul></li><li>3. Audit report.</li><li>4. Go Live checklist.</li><li>5. Agreement between ESP and ASP.</li><li>6. Submission of Digital Signature Certificate (print screen) by ASP</li></ol>
<b>Not for Profit Organization/ Special Purpose</b>	<ol style="list-style-type: none"><li>1. Application form.</li><li>2. KYC documents<ul style="list-style-type: none"><li>❖ Letter of authority, authorizing the signatory to sign documents on behalf of the organization.</li><li>❖ Documentary proof for Not-for-profit company/ special purpose organization of National importance.</li></ul></li><li>3. Audit report.</li><li>4. Go Live checklist.</li><li>5. Agreement between ESP and ASP.</li><li>6. Submission of Digital Signature Certificate (print screen) by ASP</li></ol>
<b>Bank/ Financial Institution/ Telecom Company</b>	<ol style="list-style-type: none"><li>1. Application form.</li><li>2. KYC documents<ul style="list-style-type: none"><li>❖ Letter of authority, authorizing the signatory to sign documents on behalf of the organization.</li><li>❖ License issued by competent authority to run a bank / financial institution / telecom company in India.</li></ul></li><li>3. Audit report.</li><li>4. Go Live checklist.</li><li>5. Agreement between ESP and ASP.</li><li>6. Submission of Digital Signature Certificate (print screen) by ASP</li></ol>



## CDSL VENTURES LIMITED

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### Legal entity registered in India

1. Application form.
2. KYC documents
  - ❖ certificate of incorporation, partnership deed or any other document in support of the Agency being a legal entity registered in India
  - ❖ List of names of CEO/CFO/directors/partners/ trustees/person-in-charge of the agency and their signature along with the organization chart
  - ❖ Letter of authority authorizing the signatory to sign documents on behalf of the organization(Board resolution may be taken)
3. Additional documents
  - ❖ Self-declaration stating that the entity has not been blacklisted by any State Government, Central Government, PSUs, Statutory, Autonomous, or Regulatory body in last five years.
  - ❖ Copy of the latest balance sheet
  - ❖ Copy of PAN card of the company
  - ❖ Certified true Copy of address proof
  - ❖ Certified true Copy of Board resolution to act as ASP and authorizing person to do same
  - ❖ Brief profile of the firm/company and the business (not applicable for listed companies)
  - ❖ Undertaking that MOA permits to take up ASP business as per the prescribed format.
4. Audit report.
5. Go Live checklist.
6. Agreement between ESP and ASP.
7. Submission of Digital Signature Certificate (print screen) by ASP