

**ELIGIBILITY CRITERIA
FOR
DIGITAL LOCKER SERVICE PROVIDERS
(To provide Digital Locker Portal)**

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Digital Locker Authority (DLA)

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Pre-Qualification Criteria for Digital Locker Service Providers

(To provide Digital Locker Portal)

The following entities are eligible to apply for the licence of Digital Locker Service Provider:

- **Government:**
 - An agency of the appropriate Government, as may be notified by the Government;
- **Body Corporate:**
 - Company registered in India under the Companies Act 1956 / Companies Act 2013;
 - Partnership registered under the India Partnership Act 1932 or under the Limited Liability Partnership Act, 2008;
 - Proprietorship firm;

S.No	Pre-Qualification Criteria	Supporting Documents
1	Government	
1.1	Agency of the appropriate Government as notified by the Government	1. Notification issued by the Government to provide Digital Locker services 2. Letter of Intent by Head of the Department/office expressing interest for grant of DLSP license 3. Letter of authority, authorizing the signatory to sign documents on behalf of the organization along with the attested specimen signatures (both initials and full)
2	Body Corporate	

2.1	Company registered in India under the Companies Act 1956 / Companies Act 2013	<ol style="list-style-type: none"> 1. Letter of Intent by Managing Director/Chief Managing Director/CEO or other authorized person expressing interest for grant of DLSP License; 2. Board Resolution authorizing the signatory to sign documents on behalf of the Company along with the attested; specimen signatures (both initials and full) 3. Board Resolution for making DLSP application 4. Certificate of incorporation; 5. Copy of Service Tax Number / TIN /PAN;
2.2	Partnership registered under the India Partnership Act 1932 or under the Limited Liability Partnership Act, 2008	<ol style="list-style-type: none"> 1. Letter of Intent by authorized signatory expressing interest for grant of DLSP License; 2. Resolution passed by designated partners or all the partners authorizing the authorized signatory to sign documents on behalf of the Firm/LLP along with the attested specimen signatures (both initials and full); 3. Resolution passed by designated partners or all the partners for making DLSP application. 4. Certificate of incorporation issued by Registration Authority 5. Copy of Service Tax Number / TIN /PAN
2.3	Proprietorship firm	<ol style="list-style-type: none"> 1. Letter of Intent by proprietor expressing interest for grant of DLSP License; 2. Attested specimen signatures (both initials and full) of the proprietor or Letter of authorization from proprietor authorizing the authorized signatory to sign documents on behalf of the proprietorship Firm along with the attested specimen signatures (both initials and full); 3. Valid business licenses/ permissions/certificate of registration along with PAN Card; 4. Copy of Service Tax Number / VAT / TIN/ PAN/CST registration / MSME registration, Shop & Establishment Act registration, Professional License, etc.;

Financial Qualification Criteria for Body Corporate

1. (a) **In case of a company** - The entity should have a minimum of Rs. 5 crores in paid-up capital;
 - (b) **In case of a partnership firm** –minimum investment of Rs. 5 crores in the Partnership as shown in the partnership deed;
 - (c) **In case of a proprietorship firm** – proof of minimum investment of Rs. 5 crores in the Proprietorship;
2. The entity should have a minimum of Rs. 50 crores of net worth;
3. (a) **In case of a company** - The equity share capital / stake held in aggregate by NRIs, FIIs, foreign nationals or foreign companies should not exceed 49%.
 - (b) **In case of a partnership firm** – The capital held in aggregate by NRIs and foreign nationals should not exceed 49%.

S.No	Financial Qualification Criteria	Supporting Documents
1	Body Corporate	
1.1	Company registered in India under the Companies Act 1956 / Companies Act 2013 (Company under group of companies has to apply individually)	<ol style="list-style-type: none"> 1. Certified copy of financial statements i.e. annual report and Balance Sheet of the last three financial years 2. Certificate of paid up capital of a minimum of Rs. 5 crores from Chartered Accountant 3. Certificate of net worth of minimum Rs. 50 crores from the Chartered Accountant 4. Certificate of foreign equity stake from the Chartered Accountant
1.2	Partnership registered under the India Partnership Act 1932 or under the Limited Liability Partnership Act,	<ol style="list-style-type: none"> 1. Certified copy of financial statements i.e. annual report and Balance Sheet of the last three financial years 2. Certificate from Chartered Accountant stating capital subscribed by all partners of not less than Rs. 5 crores

	2008	<ol style="list-style-type: none"> 3. Certificate of net worth of minimum Rs. 50 crores from the Chartered Accountant 4. Certificate of capital held in aggregate by any Non-resident Indian and foreign national from the Chartered Accountant
1.3	Proprietorship firm	<ol style="list-style-type: none"> 1. Certified copy of financial statements i.e. annual report and Balance Sheet of the last three financial years 2. Certificate from Chartered Accountant stating that the proprietor is a citizen of India and has a capital of five crores of rupees or more in the business or profession 3. Certificate of net worth of minimum Rs. 50 crores from the Chartered Accountant

Technical Qualification Criteria

(Applicable to all entities)

No.	Technical Qualification Criteria	Supporting Documents
1	IT infrastructure required specifically for the purpose of Digital Locker shall be based in the territory of India	Declaration from the authorized signatory
2	Entity should be providing IT services to the citizen for last 1 year with minimum 10,000 users.	<ol style="list-style-type: none"> 1. Purchase Order/Work Order/Engagement Letter 2. Declaration from the authorized signatory