Ministry of Electronics and Information Technology
Government of India
Electronics Niketan, New Delhi - 110003

N-22012/17/2024-NeGD   06.08.2024

<u>OFFICE MEMORANDUM</u>

Subject: Implementation and Adoption of Entity-Locker Service

This is to inform all concerned that Entity-Locker is a secure online document storage and sharing platform for MSMEs, large businesses, society and charitable trusts. This initiative aims to enhance 'Ease of Doing Business' and promote digital governance by expanding the scope of documents available in DigiLocker for business entities.

2.   The National e-Governance Division (NeGD) under the Ministry of Electronics and Information Technology (MeitY) has developed the Entity-Locker solution. The platform is ready and accessible at https://entity.digilocker.gov.in/

3.   Key features of Entity-Locker include:

a) Personal and company information verification

b) Access to entity-related documents such as Certificates of Incorporation, MoA, AoA, LLP agreements, audit work papers, tax returns, and insurance documents

c) Enterprise vault for uploading and storing additional company-specific documents

d) Enhanced security through digital signature / e-sign

4.   Main benefits of Entity-Locker are:

a) Cost saving through optimized document handling

b) Simplified sharing of company documents with authorities, regulators, banks etc.

c) Enhanced document security and data protection

d) Responsible data sharing based on explicit consent

e) Mitigation of risks for data loss in case of mishaps or calamities

5.   To facilitate efficient and secure document management for businesses and organizations, it has been decided that the adoption of Entity-Locker shall be promoted across all government departments and agencies.

6.   Accordingly, all Ministries / Departments including their attached / subordinate offices / autonomous / statutory organizations / PSUs / Private organisations may:

   a) Integrate with Entity-Locker for issuing and verifying company related documents

   b) Recognize and accept documents shared through Entity-Locker for official purposes

7.   NeGD, MeitY will provide necessary technical guidance and support to facilitate the adoption of Entity-Locker. Details for implementation support are provided in Annexure-I.

8.   All concerned organizations are requested to take necessary steps to recognize, integrate, and promote Entity-Locker in their processes to ensure its widespread adoption and usage.

(S Krishnan)
Secretary

To

   - All Secretaries, Central Line Ministeries, Government of India
   - Chief Secretaries of All States and UTs
   - The Chairperson, SEBI

Implementation Support for Entity-Locker

1. Registration Process:

Authorized entity representatives can create an Entity-Locker account by visiting https://entity.digilocker.gov.in/ and following the user authentication and company data verification process.

2. Available Documents:

Entity-Locker provides access to various entity-related documents, including but not limited to:

- Certificates of Incorporation
- Memorandum of Association (MoA)
- Articles of Association (AoA)
- LLP Agreements
- Audit Work Papers
- Tax Returns
- Insurance documents (e.g. ESIC Certificates, Group Health Policies)
- Bank Statements

3. Enterprise Vault:

The Enterprise Vault feature allows company representatives to upload and store additional documents such as audit reports and minutes of board meeting resolutions.

4. Technical Support:

For any support or clarification regarding the implementation and adoption of Entity-Locker, please contact:

Level-1	Level-2
Shri Durgaprasad Dash, Additional Director email: durga@digitalindia.gov.in	1. Shri J L Gupta, Director Email: director.anc@digitalindia.gov.in 2. Shri Debabrata Nayak, CTO, DIC email: dnayak@digitalindia.gov.in

5. Integration Guidelines:

Detailed technical documentation and API specifications for integration with Entity-Locker will be provided upon sending request to the above-mentioned contacts.

6. Training and Onboarding:

The Entity-Locker team will organize training sessions and provide onboarding support for government departments and agencies as needed. To request training or onboarding assistance, please contact the support team mentioned above.