

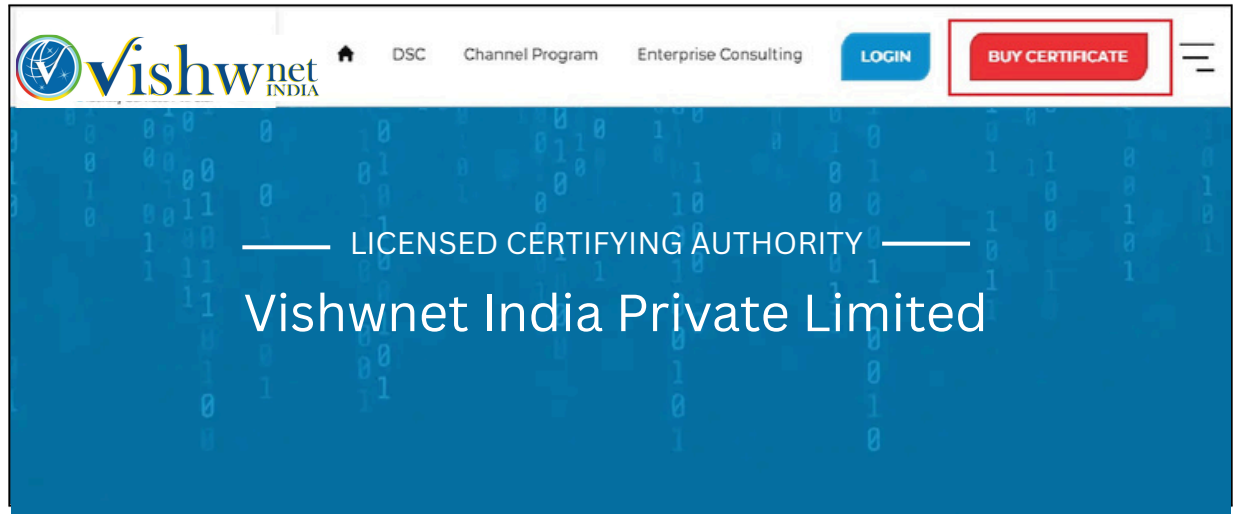
IET/DGFT

BASED DSC PROCEDURE

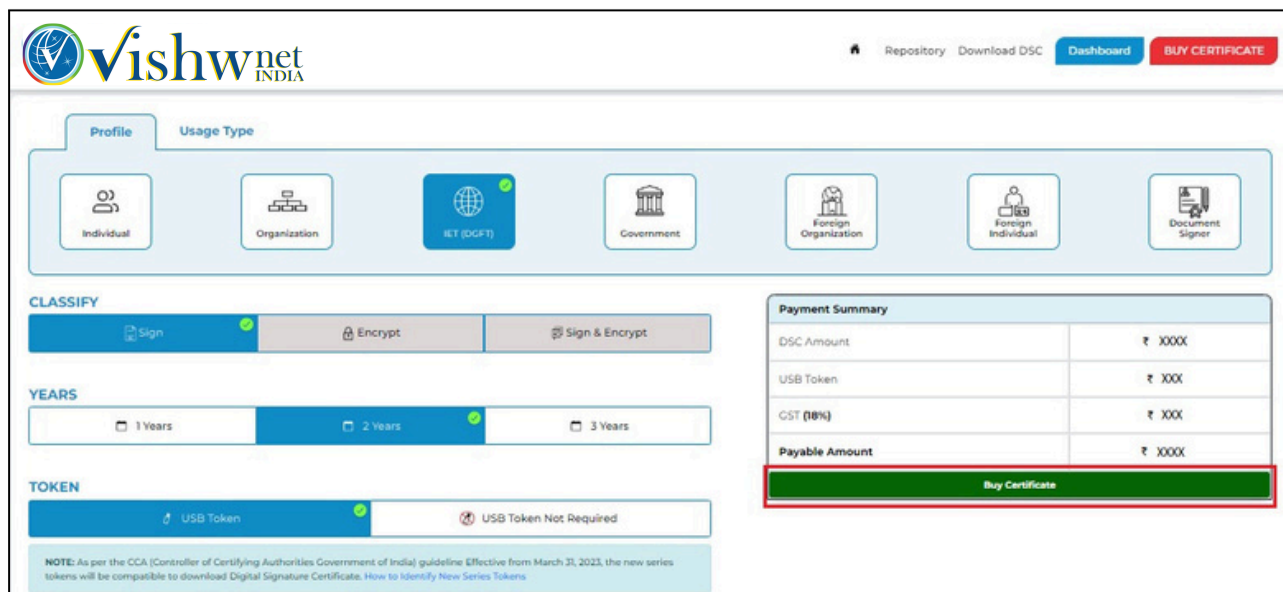
11-APR-2025
VERSION 1.1.1

IET/DGFT-BASED DSC PROCEDURE

Navigate to the [Capricorn website](#) and select the '**Buy Certificate**' option to begin the DSC purchase process.



Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **IET DSC** type, click on the '**Buy Certificate**' tab. If you want **TOKEN** with your DSC, you need to choose **TOKEN**, else, you can select **USB TOKEN NOT REQUIRED**.



Payment Summary	
DSC Amount	₹ XXXX
USB Token	₹ XXX
CST (18%)	₹ XXX
Payable Amount	₹ XXXX

Buy Certificate

NOTE: As per the CCA (Controller of Certifying Authorities Government of India) guideline Effective from March 31, 2023, the new series tokens will be compatible to download Digital Signature Certificate. [How to Identify New Series Tokens](#)

Fill in your Name, Email, Mobile Number, and Address. Click '**Get OTP**'. Enter the **OTP** received on your mobile. If you have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **Remark** field related to the order (**It is optional**).

Select the '**Terms of Services**' and '**I'm not a robot**' checkboxes. Click '**Continue to DSC Enrollment**' to proceed.

Personal & Address Details

Name

Mobile with country code

Email

Mobile OTP

Address

Postal Code

Country

State

City


BP Referral Code (Optional)

Remark (Optional)

☐ I accept the Terms of Service, and I want to proceed

As per CCA guidelines, you will receive an OTP on your registered mobile number to verify your identity. This mobile number should be part of the applicant's eKYC account and cannot be changed after authentication.

Note: If you want to proceed with the offline Aadhar eKYC process, please use the mobile number registered with Aadhar for authentication.



Get OTP

Payment Summary

Digital Signature (DSC)	₹XXX.XX
Assistance Services	₹XXX.XX
GST (00%)	₹XXX.XX
Payable Amount	₹XXX.XX

CONTINUE TO DSC ENROLLMENT

Click on the '**Authorised Signatory**' option to proceed with your DSC application.

ORDER STATUS

- Certificate Completed
- eKyc Pending**
- Mobile Verification Completed
- Email Verification Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264228202

Created on: Jun 24, 2024 11:53 AM

Show Certificate and ekyc Details

Expand

Pending Actions

Application Form

Authorized Signatory

Employee

Capricorn eKYC

Instructions

Capricorn eKYC:
If You Have an Approved e-Kyc Account
Login to Your e-Kyc Account And Apply for DSC
In video verification, the Applicant does not need to show any documents.

NOTE: For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:



- a) PAN
- b) Name on PAN
- c) Date of Birth (DOB)
- d) Aadhaar seeding status (Aadhaar number linked with PAN)

Please fill in the required details:

- eKYC ID should be set according to the customer name with some more numbers or letters to make it distinct.
- eKYC pin is a six-digit pin that you can set according to your preferences.
- IEC CODE
- Branch code as per your ORGANISATION address

Select the checkbox to accept the '**Terms of Service**' and **IVG**. Click '**Submit**' to move forward.

Pending Actions → Application Form← Prev Next → | Help ?

Name <input type="text" value="SXXXX SXXXX"/>	PAN (Mandatory for Income Tax usage) <input type="text" value="PAN"/>
Date of Birth <input type="text" value="dd-yy-yy"/> 	Mobile with country code <input type="text" value="919 XXXXXXXX"/>
Email <input type="text" value="TESST888@GMAIL.COM"/> 	Gender <input type="text" value="Select Gender"/>
Address <input type="text" value="abc 1233"/>	
Postal Code (PIN) <input type="text" value="1XXXX"/>	Country <input type="text" value="India"/>
State <input type="text" value="Delhi"/>	City <input type="text" value="XXXXDelhi"/>
eKYC ID <input type="text" value="KYC ID @capricorn"/> <small>Alphanumeric, start with alphabet, min 4 letter long</small>	eKYC PIN <input type="text" value="KYC PIN"/> <small>6 digit numeric pin</small>
GSTIN (Optional) <input type="text" value="GSTIN"/>	Company Name <input type="text" value="company name"/>
Organization Type <input type="text" value="- Select Organisation Type -"/>	PAN organization <input type="text" value="PAN ORGANIZATION"/>
IEC Code <input type="text" value="IEC CODE"/>	Branch Code <input type="text" value="000"/>
Employee Code <input type="text" value="Employee code given by company"/>	Aadhaar Number <input type="text" value="Last 4 digit"/>

Applicant Declaration: I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate.Digital CPS and the Subscriber Agreement, I would abide by the same. The information provided in this application form is Correct and true in all respect.

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

☐ I accept the [Terms of Service](#), and IVG I want to proceed.

If you have mentioned your PAN number, you have to verify your **NAME** and **DATE** of Birth as per your PAN/NSDL Data.

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Pan Verification**
Pending
- Mobile Verification**
Completed
- Email Verification**
Pending
- Video**
Pending

Order ID: OR264228202 Created on: Jun 24, 2024 11:53 AM
[Show Certificate and ekyc Details Expand](#)
Pending Actions → Verify PAN [Prev](#) [Next](#) [Help ?](#)
Verify PAN
Name * **PAN ***
Date of Birth * ☐ [Change name in order](#)
Verify

Verify your email by following the prompts to complete the email verification process.

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Pan Verification**
Completed
- Photo**
Pending
- Mobile Verification**
Completed
- Email Verification**
Pending
- Documents**
Pending
- Video**
Pending
- Application Form ***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting
- Payment**
Waiting
- eSign**
Waiting
- Download**
Waiting

Order ID: OR264228202 Created on: Jun 24, 2024 11:53 AM
[Show Certificate and ekyc Details Expand](#)
Pending Actions → Verify Email [Prev](#) [Next](#) [Help ?](#)
Verify Email
Email [Change](#) **OTP**
Verify **Get OTP**

Upload a passport-sized photograph of the applicant.

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Pan Verification Completed
- Photo Pending**
- Mobile Verification Completed
- Email Verification Completed
- Documents Pending
- Video Pending
- Application Form* Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264228202 Created on: Jun 24, 2024 11:53 AM
[Show Certificate and ekyc Details Expand](#)

Pending Actions → Upload Photo

Upload Your Photo Now
Upload applicant photo

Passport size Photo of the applicant in JPG / PNG/ JPEG Format upto 30KB allowed (200px X 150px).
[Photo resize tool Click Here](#)

Upload the required documents

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Pan Verification Completed
- Photo Completed
- Mobile Verification Completed
- Email Verification Completed
- Documents Pending**
- Video Pending
- Application Form* Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264228202 Created on: Jun 24, 2024 11:53 AM
[Show Certificate and ekyc Details Expand](#)

Pending Actions → Upload Document

Applicant Pan card/ Aadhar card*
(Which no. is mentioned in order)
Upload

Authorized signatory letter/ Board resolution*
(If an Authorized signatory is not a director, Board Resolution with DSC authorization letter.)
Upload

Organization bank statement*
(Original Bank Statement with transactions less than 3 months, signed by the Bank.)
Upload

Certificate of incorporation*
Upload

Copy of List of Directors / MCA signatory list*
Upload

Authorizing person sign id proof*
(FWH, Passport or Driving License) or organizational ID card(s)
Upload

Organization Pan card*
Upload

Other Documents
(If you Required)
Upload

Copy of IEC Certificate*
Upload

Important Notes:

- It is mandatory to display original documents along with IEC Certificate during video recording
- If the document has personal information on both sides, please scan both sides and upload it as single PDF.
- The address should be same as branch code, Which is given in the IEC certificate. (State, Pin code and City)
- The Organization name should be matched with the IEC certificate.
- Copy of List of Directors / MCA signatory list should be uploaded in PDF format.

Click on **'Start Video Recording'** to initiate video verification.

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Pan Verification**
Completed
- Photo**
Completed
- Mobile Verification**
Completed
- Email Verification**
Completed
- Documents**
Completed
- Video**
Pending
- Application Form ***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting
- Payment**
Waiting
- eSign**
Waiting
- Download**
Waiting

Order ID: OR264228202

Created on: Jun 24, 2024 11:53 AM

Show Certificate and ekyc Details Expand

Pending Actions → Record Video

Complete your video verification
As per CCA guideline video verification required for DSC purchase.
You can select your own language to speak while recording video.

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Authorized signatory letter/ Board resolution
- Organization bank statement
- Certificate of incorporation
- Copy of IEC Certificate

You can Record your video using

- Desktop / Mobile Web Browser
- Capricorn Customer App Android
- Capricorn Customer App IOS

Start Video Recording

The documents that you need to present during the video recording are listed on the video recording screen. Please ensure you have these documents ready before starting the recording. While recording your video, clearly state your name and the videocode displayed on the screen. This helps verify your identity and link the video to your application.

Record Video for DSC Order Id OR264228202

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Authorized signatory letter/ Board resolution
- Organization bank statement
- Certificate of incorporation
- Copy of IEC Certificate

Please speak line below while recording video
You can select your own language

English
Hindi

I, sxxxx sxxxx with video code 849 have applied for digital signature with capricorn CA.

Start Video Recording

After recording your video, you have to preview it by clicking on the **'Play Video'** button and clicking on **'Submit'** to complete the video recording confirmation.

Record Video for DSC Order Id OR264228202

Please show your original documents while recording video.

- 📄 Applicant Pan card/ Aadhar card
- 📄 Authorized signatory letter/ Board resolution
- 📄 Organization bank statement
- 📄 Certificate of incorporation
- 📄 Copy of IEC Certificate

Please speak line below while recording video

You can select your own language

English Hindi

I, Sxxxx Sxxxx with video code 179 have applied for digital signature with capricorn CA.



Play Video

SUBMIT

Click on **'Continue to enrollment process'** to continue your DSC application.

Record Video for DSC Order Id OR264228202

Please show your original documents while recording video.

- 📄 Applicant Pan card/ Aadhar card
- 📄 Authorized signatory letter/ Board resolution
- 📄 Organization bank statement
- 📄 Certificate of incorporation
- 📄 Copy of IEC Certificate

Please speak line below while recording video

You can select your own language

English Hindi

I, Sxxxx Sxxxx with video code 179 have applied for digital signature with capricorn CA.




Video Uploaded Successfully.

Continue to Enrollment process

After recording your video, you can preview it by clicking on the **'Play'** button. If you find any mistakes or if the video was recorded incorrectly, you have the option to record the video again.

Pending Actions → Record Video
Prev Next | Help ?




Complete your video verification

As per CCA guideline video verification required for DSC purchase.
You can select your own language to speak while recording video

✔ You have recorded your video on 24-Jun-2024 12:53 PM

Please show your original documents while recording video.

- ✔ Applicant Pan card/ Aadhar card
- ✔ Authorized signatory letter/ Board resolution
- ✔ Organization bank statement
- ✔ Certificate of incorporation
- ✔ Copy of IEC Certificate



Play

Record Video Again

After completing the above verification, if you had opted for **TOKEN REQUIRED** at the time of product selection. Then, you have to confirm your delivery address for token delivery.

Order ID: ORXXXXXX

Show Certificate and ekyc Details Expand

Pending Actions → Application Form
Prev Next | Help ?

Shipping Address	Pending	Confirm
------------------	---------	---------

Please do above step to submit application form*

Along with the delivery address, you can choose options:

1. **Send Token after downloading DSC.**
2. **Send Empty Token, I will download DSC later.**

Then, click the **'Confirm & Submit'** button.

Pending Actions → Update Shippings
Prev Next Help ?

Update Shippings

Name
XXXXXXXX

Flat, House no., Building, Company, Apartment
XXXXXXXX

Landmark
XXXXXXXX

Country
XXXXXXXX

City
XXXXXXXX

Mobile with country code
XXXXXXXX

Area, Street, Sector, Village
XXXXXXXX

Postal Code (PIN)
XXXXXXXX

State
XXXXXXXX

☐ Send Token after download DSC
☒ Send empty token, I will download DSC later

Confirm & Submit

After completing the above verification, you will need to submit the **'Application Form'**.

ORDER STATUS

Certificate Completed
eSign Completed
Pen Verification Completed
Photo Completed
Documents Completed
Video Completed
Application Form* Pending
Verification (Level -1) Pending
Verification (Level -2) Pending
Payment Pending
eSign Pending
Download Pending

Order ID: OR264228202
Show Certificate and eSign Details Expand
Created on: Jun 24, 2024 11:53 AM

Pending Actions → Application Form
Prev Next Help ?

CERTIFICATE Digital
NET (DGFT)

Applicant Name
Last: Ladda
Email: ladda@ladda.com
Mobile: 9771111111
eSign ID: mmmmm234@ladda.com

Mobile: 9771111111
eSign ID: mmmmm234@ladda.com

Class - 3 Sign Year - 2

Address
Pin code

Town/City/Block State/Union Territory PIN code

Organization Name Department
Organization Type Organization Rank
CORPORATE ENTITIES A.A. 1234567890

Employee ID
00000000

Documents Submitted
Photo
Video
Applicant Pan card/ Aadhar card

Note: IT of IT Act stipulates that, if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC, such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Applicant Declaration
I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of Certificate Digital CPS and the Subscriber Agreement. The information provided in this application form is correct and true in all respect.
Date: 24-Jun, 2024 09:02 PM
Place: New Delhi

Submit Application Form

Once the application form is submitted, your order will be sent for verification. The verification will be conducted by Capricorn CA. Please wait for this process to be completed.

After your order has been verified, you will need to finalise the payment for your order. Make sure to complete this step to ensure the processing of your Digital Signature Certificate.

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Pan Verification**
Completed
- Photo**
Completed
- Video**
Completed
- Application Form***
Completed
- Verification (Level -1)**
Completed
- Verification (Level -2)**
Completed
- Payment**
Pending
- eSign**
Waiting
- Download**
Waiting

Order ID: OR264228202 Created on: Jun 24, 2024 11:53 AM
[Show Certificate and ekyc Details Expand](#)
Pending Actions → Make Payment Prev Next Help?

Payment Summary	
DSC Amount	₹ xxxx
USB Amount	₹ xxx
CST (18%)	₹ xxx
Payable Amount	₹ xxxx


Choose A Payment Options

- Online Payment Gateway**
Credit Card, Debit Card, Net Banking, UPI e.t.c
- Scan and Pay**
UPI, QR Code, Phone Pay, Google Pay, Paytm e.t.c

☐ Have a coupon code?

[Need Help? Contact Us](#)

Once the payment is completed, a prompt will appear. Click on **'CONTINUE TO DSC ENROLLMENT'** to proceed to the next steps.

Payment Successful!

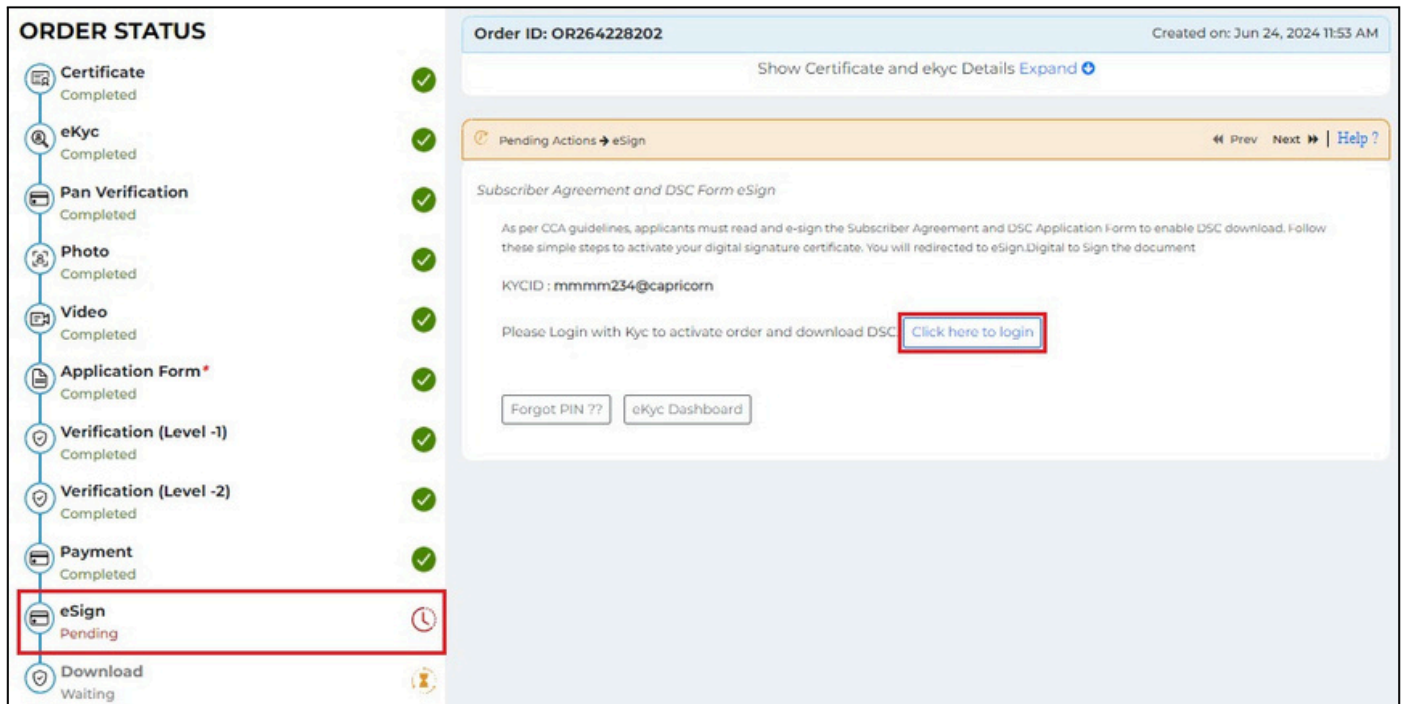
Transaction Details

Order ID	OR264228202
Transaction ID	3ca9xxxxxxxxxxxxxxxxxxxx7b7
Payment Status	success
Amount	₹ xxxx /-
Name	sxxxx sxxxx
Mobile	919xxxxxxxxx
Email	tesstsss@gmail.com

CONTINUE TO DSC ENROLLMENT

Note: Invoice will be generated and send to registered email & mobile

After the payment, you need to eSign your '**Subscriber Agreement**'. As shown in the screenshot below, click on the '**Click here to login**' link to continue.



ORDER STATUS

Order ID: OR264228202 Created on: Jun 24, 2024 11:53 AM

Show Certificate and ekyc Details Expand

Pending Actions → eSign Prev Next Help ?

Subscriber Agreement and DSC Form eSign

As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will be redirected to eSign.Digital to sign the document.

KYC ID : mmmm234@capricorn

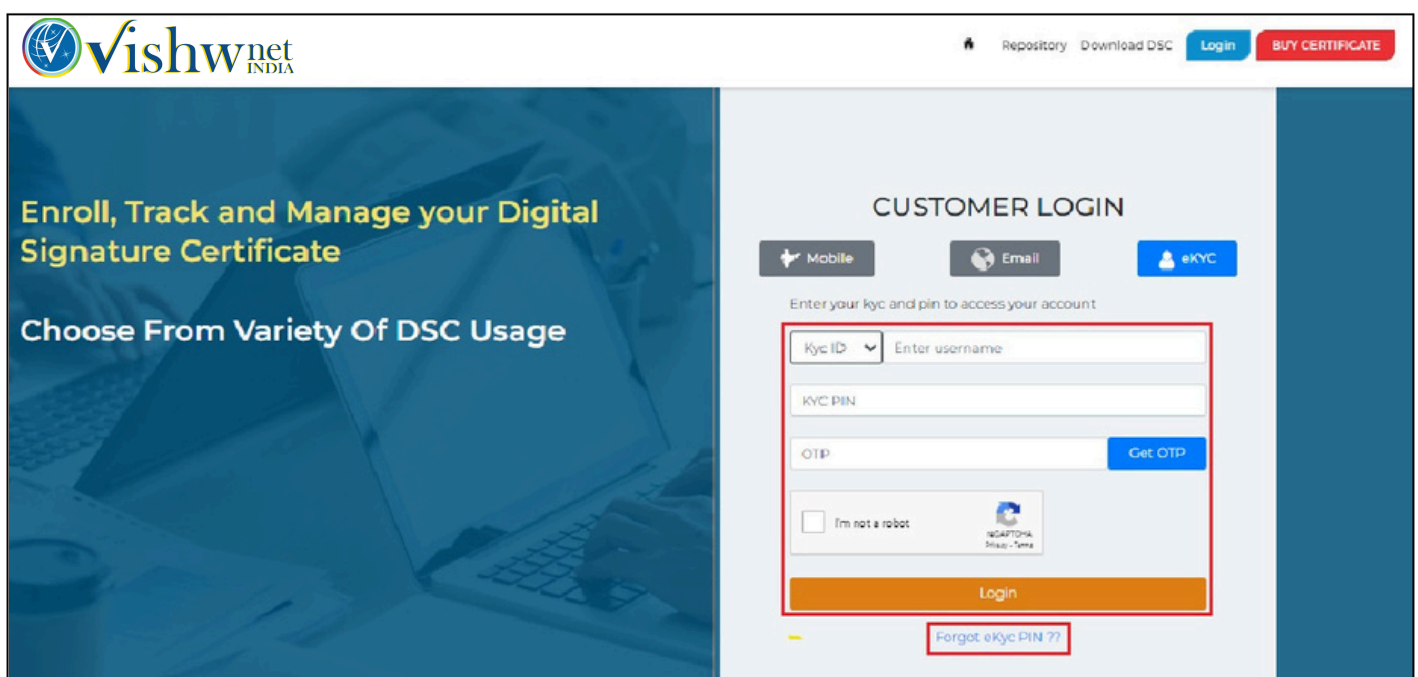
Please Login with Kyc to activate order and download DSC [Click here to login](#)

Forgot PIN ?? eKyc Dashboard

ORDER STATUS Legend:

- Certificate Completed
- eKyc Completed
- Pan Verification Completed
- Photo Completed
- Video Completed
- Application Form * Completed
- Verification (Level -1) Completed
- Verification (Level -2) Completed
- Payment Completed
- eSign Pending**
- Download Waiting

You will need to log in using your eKYC credentials.



Vishwnet
INDIA

Repository Download DSC Login BUY CERTIFICATE

Enroll, Track and Manage your Digital Signature Certificate

Choose From Variety Of DSC Usage

CUSTOMER LOGIN

Mobile Email eKYC

Enter your kyc and pin to access your account

Kyc ID Enter username

KYC PIN

OTP Get OTP

☐ I'm not a robot

gCAPTCHA

Login

Forgot eKyc PIN ??

Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed. Click on the **'Form & Agreement eSign'** option to eSign your Subscriber Agreement.

Hey, SXXXX SXXXX ! [Logout](#)

Stay Updated On your Certificate Status

[Approved DSC](#) [In Process](#) [Downloaded](#) [Renewal](#) [Others](#) [Employee eKyc Approval](#)


Order ID: OR264228202

Name	SXXXX SXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year IET (IET, Paperless)
Date & Time	24-Jun-2024
Status	Subscriber Aggrement Pending

[Form & Agreement eSign](#) [More Details](#)

[DSC Application Form](#) | [Subscriber Agreement](#)

Your Subscriber Agreement will now be signed electronically. This completes the eSign process for your order.

 Repository Download

Hey, SXXXX SXXXX ! [Logout](#)

Stay Updated On your Certificate Status

[Approved DSC](#) [In Process](#) [Downloaded](#) [Renewal](#) [Others](#) [Employee eKyc Approval](#)

Order ID: OR264228202

Name	SXXXX SXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year IET (IET, Paperless)
Date & Time	24-Jun-2024
Status	Download Pending


[Download DSC](#) [Form & Agreement](#) [More Details](#)

☒ **Well Done!**
eSign done successfully
[OK](#) [Cancel](#)


After signing the **Subscriber Agreement**, your order will be ready for download. You have to set your **Download Key** before downloading. You will be able to view your '**ORDER ID**, **PIN CODE**, and **DOWNLOAD KEY**' on the screen.

Order ID: OR264228202

Name	XXXX XXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year (ICT, Paperless)
Date & Time	24-Jun-2024
Status	Download Pending

 Download your DSC Now

OrderID	OR264228202
Pin code	110092
Download Key	<input type="text"/> <button>Update Download Key</button>

 Download DSC

Form & Agreement More Details

To learn how to download your Digital Signature Certificate (DSC), click on the provided link: '[Click here to learn how to download your DSC.](#)'