

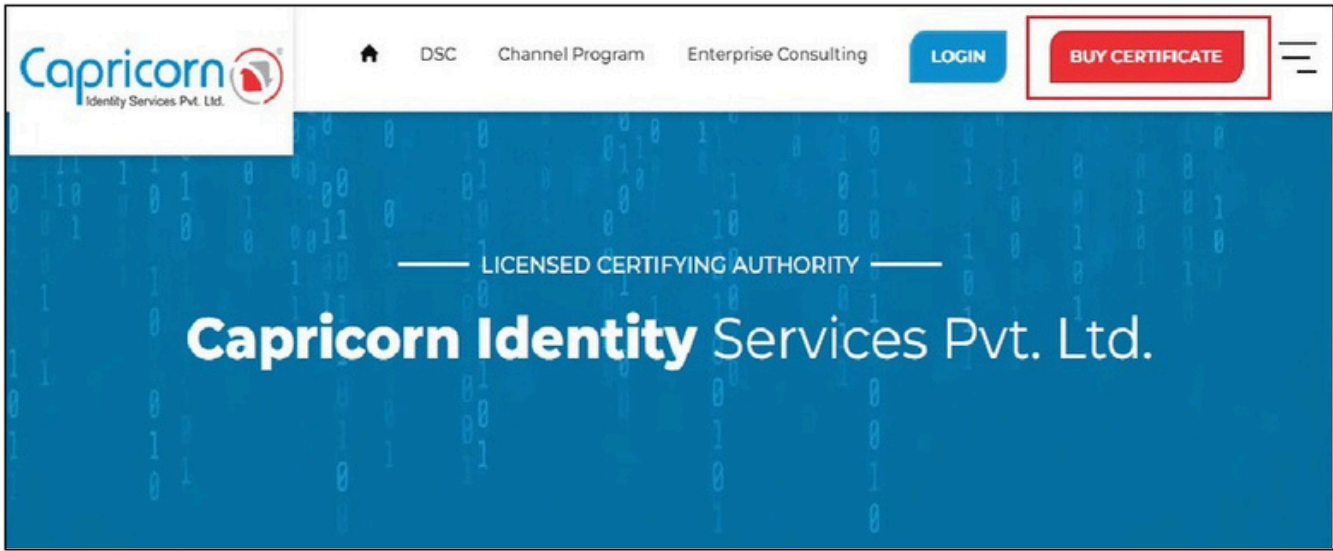
# CLASS II DOCUMENT SIGNER

## DSC PROCEDURE

11-APR-2025  
VERSION 1.1.1

## CLASS II DOCUMENT SIGNER - 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 Document Signer 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**.

Profile
Usage Type

Individual

Organization

IET (DGFT)

Government

Foreign Organization

Foreign Individual

Document Signer

**FILE FORMAT**

Soft Copy (.pfx) ✔
For HSM 🔒

**CLASSIFY**

Sign ✔
Encrypt 🔒
Sign & Encrypt 🔒

**YEARS**

1 Years
2 Years ✔
3 Years

**TOKEN**

USB Token 🔒
USB Token Not Required ✔

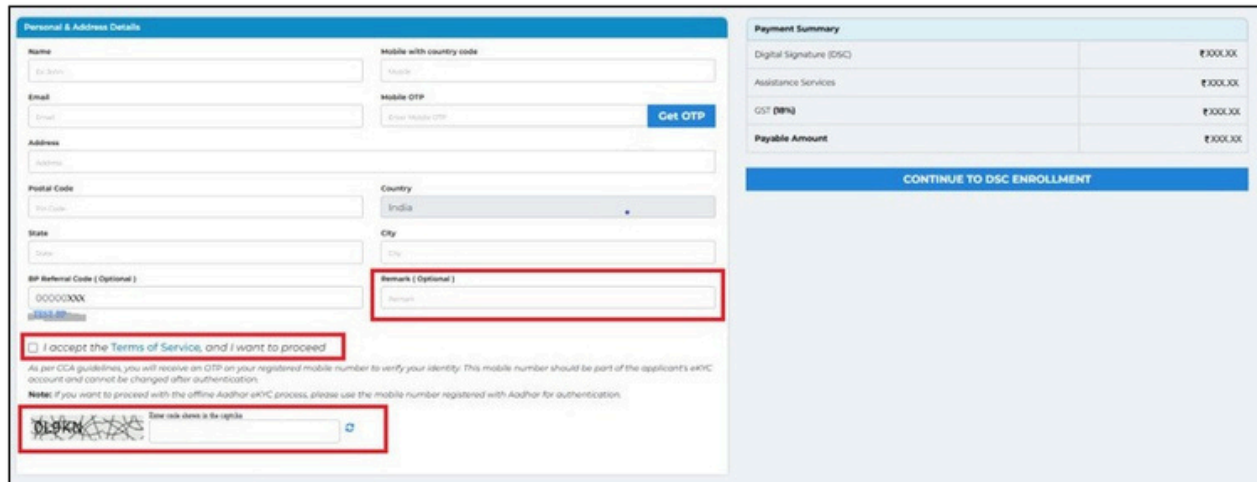
NOTE: As per the CCA (Controller of Certifying Authorities Government of India) guideline Effective from March 31, 2023, the new series tokens will be compatible to download Digital Signature Certificate. How to Identify New Series Tokens

**Payment Summary**

DSC Amount	₹ XXXXX
GST (18%)	₹ XXXX
<b>Payable Amount</b>	<b>₹ XXXXX</b>
<b>Buy Certificate</b>	

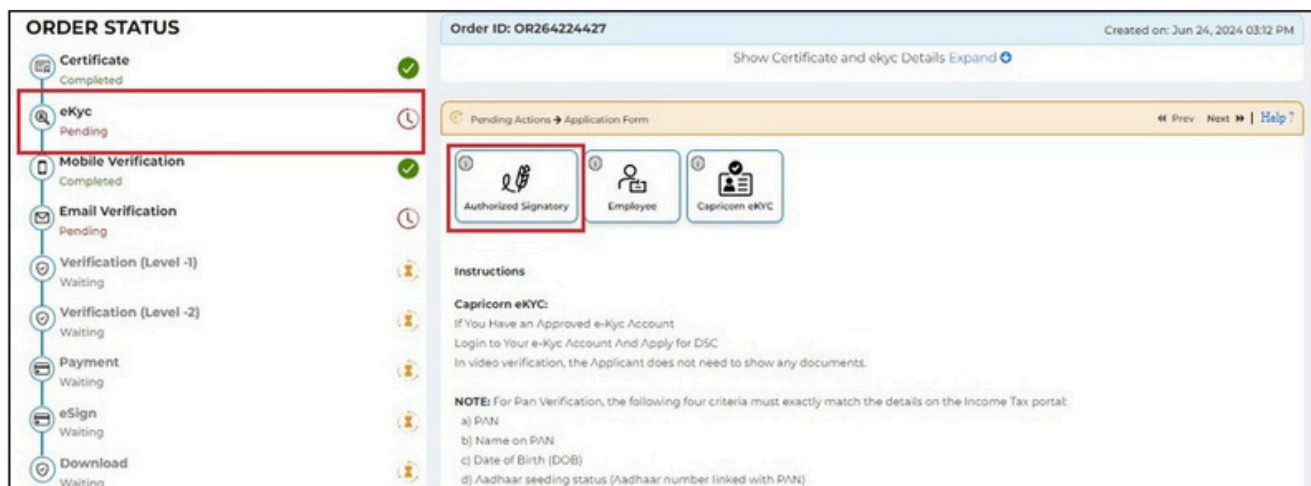
Fill in your Name, Email, Mobile Number, and Address. Click '**Get OTP**'. Enter the **OTP** received on your mobile. If you have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **Remark** field related to the order (**It is optional**).

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



Payment Summary	
Digital Signature (DSC)	₹XXX.XX
Assistance Services	₹XXX.XX
GST (18%)	₹XXX.XX
<b>Payable Amount</b>	<b>₹XXX.XX</b>

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



**ORDER STATUS**

Order ID: OR264224427 Created on: Jun 24, 2024 03:12 PM

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 with the eKYC ID & eKYC PIN.

- 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.

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

Pending Actions → Application Form Prev Next Help ?

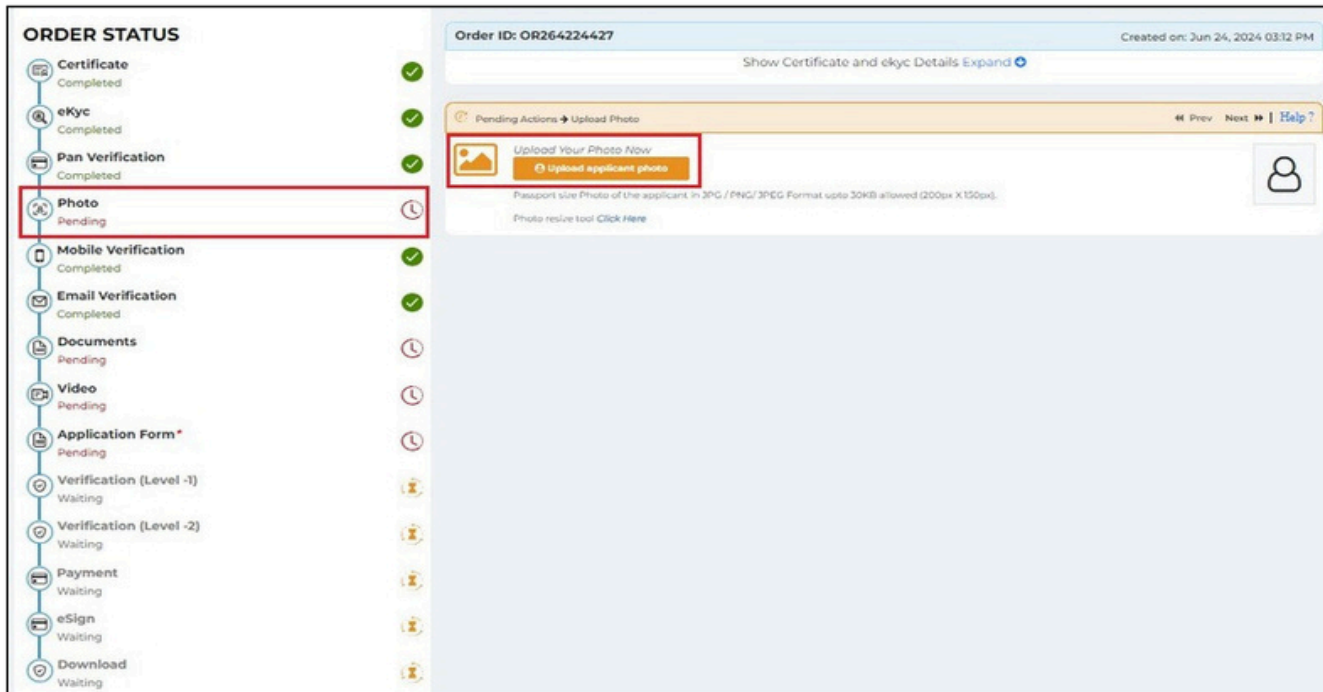
<b>Name</b> <input type="text" value="name"/>	<b>PAN (Mandatory for Income Tax usage)</b> <input type="text" value="PAN"/>
<b>Date of Birth</b> <input type="text" value="dd-mm-yyyy"/>	<b>Mobile with country code</b> <input type="text" value="919XXXXXXX"/>
<b>Email</b> <input type="text" value="TES17?@GMAIL.COM"/>	<b>Gender</b> <input type="text" value="Select Gender"/>
<b>Address</b> <input type="text" value="abc 1233"/>	
<b>Postal Code (PIN)</b> <input type="text" value="110092"/>	<b>Country</b> <input type="text" value="India"/>
<b>State</b> <input type="text" value="Delhi"/>	<b>City</b> <input type="text" value="Delhi"/>
<b>eKYC ID</b> <input type="text" value="kyc ID"/> @capricorn <small>Alphanumeric, start with alphabet, min 4 letter long</small>	<b>eKYC PIN</b> <input type="text" value="kyc PIN"/> <small>6 digit numeric pin</small>
<b>CSTIN ( Optional )</b> <input type="text" value="CSTIN"/>	<b>Company Name</b> <input type="text" value="company name"/>
<b>Organization Type</b> <input type="text" value="- Select Organisation Type -"/>	<b>PAN organization</b> <input type="text" value="PAN ORGANIZATION"/>
<b>Department</b> <input type="text" value="department"/>	<b>Employee Code</b> <input type="text" value="Employee code given by company"/>
<b>Aadhaar Number</b> <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 each 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.



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: OR264224427 Created on: Jun 24, 2024 03:12 PM

Show Certificate and ekyc Details Expand

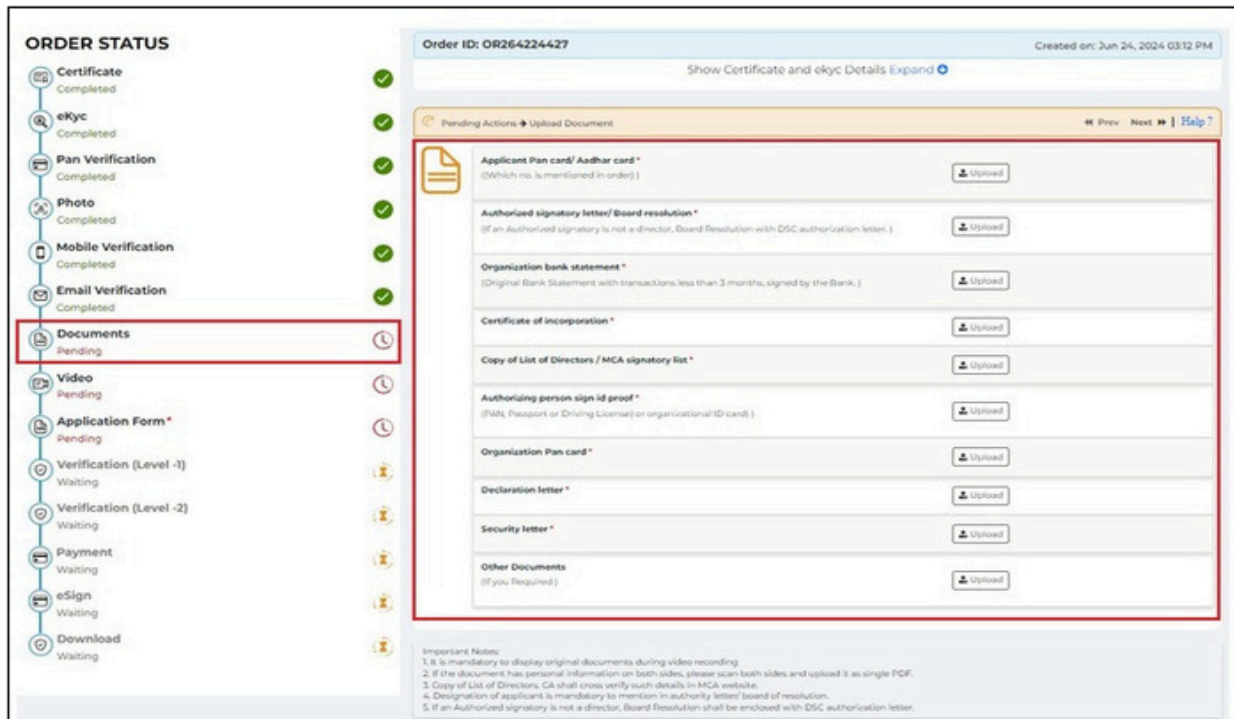
Pending Actions → Upload Photo

**Upload Your Photo Now**

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: OR264224427 Created on: Jun 24, 2024 03:12 PM

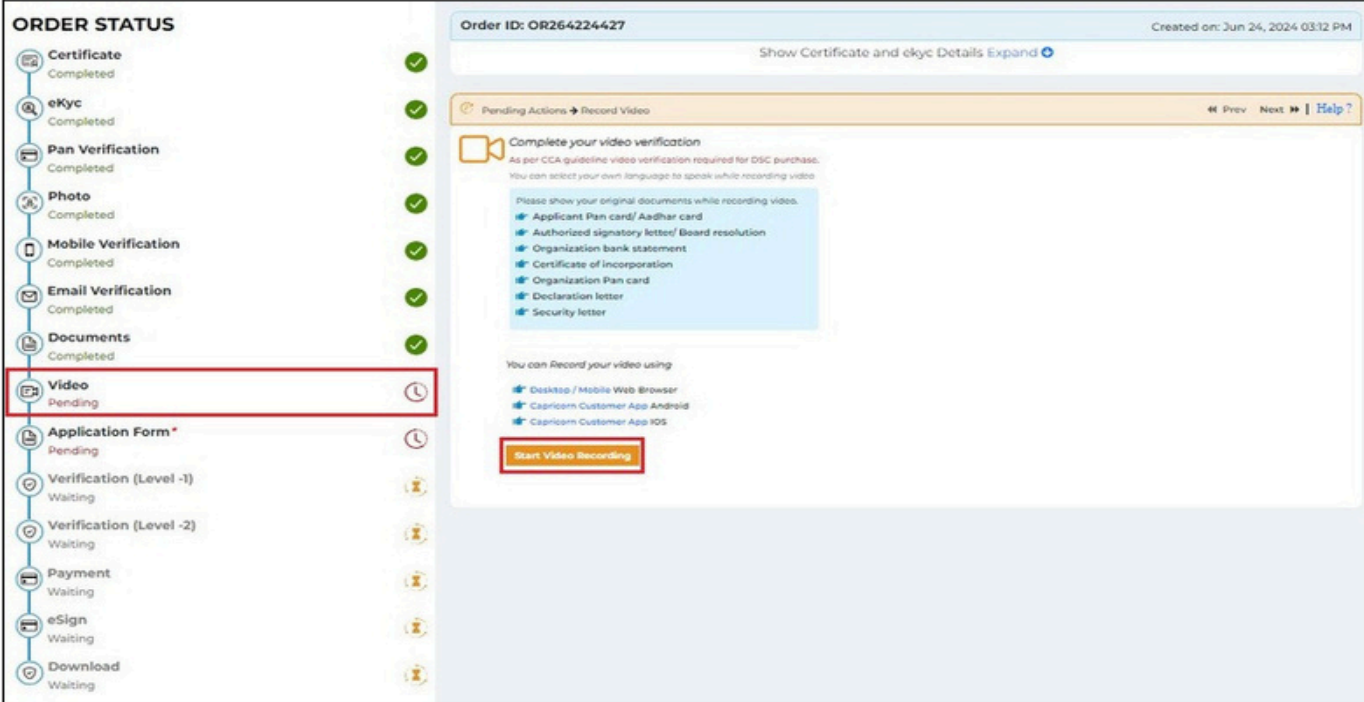
Show Certificate and ekyc Details Expand

Pending Actions → Upload Document

<b>Applicant Pan card/ Aadhar card*</b> (Which no. is mentioned in order)	<input type="button" value="Upload"/>
<b>Authorized signatory letter/ Board resolution*</b> (If an Authorized signatory is not a director, Board Resolution with DSC authorization letter.)	<input type="button" value="Upload"/>
<b>Organization bank statement*</b> (Original Bank Statement with transactions less than 3 months, signed by the Bank.)	<input type="button" value="Upload"/>
<b>Certificate of Incorporation*</b>	<input type="button" value="Upload"/>
<b>Copy of List of Directors / MCA signatory list*</b>	<input type="button" value="Upload"/>
<b>Authorizing person sign id proof*</b> (PAN, Passport or Driving License) or organizational ID card)	<input type="button" value="Upload"/>
<b>Organization Pan card*</b>	<input type="button" value="Upload"/>
<b>Declaration letter*</b>	<input type="button" value="Upload"/>
<b>Security letter*</b>	<input type="button" value="Upload"/>
<b>Other Documents</b> (If you Required)	<input type="button" value="Upload"/>

**Important Note:**  
 1. It is mandatory to display original documents during video recording.  
 2. If the document has personal information on both sides, please scan both sides and upload it as single PDF.  
 3. Copy of List of Directors, CA shall cross verify such details in MCA website.  
 4. Designation of applicant is mandatory to mention in authority letter/ board of resolution.  
 5. If an Authorized signatory is not a director, Board Resolution shall be enclosed with DSC authorization letter.

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: OR264224427 Created on: Jun 24, 2024 03:12 PM

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
- Organization Pan card
- Declaration letter
- Security letter

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 video code displayed on the screen. This helps verify your identity and link the video to your application.



**Record Video for DSC Order Id OR264224427**

Please show your original documents while recording video.

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

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

English Hindi

I, Sxxxx Sxxxx with video code 511 have applied for digital signature with capricorn CA.

**Start Video Recording**

**Instructions for Video Recording:**

- Hold original documents on the edges and show them for at least 4-5 seconds.
- Ensure your face is fully visible, taking up 50% of the video frame with a clear background.
- Avoid dark shadows; ensure bright lighting on your face.
- Do not wear accessories like caps, headgear, eyeglasses, headphones, or sunglasses.
- Prefer a plain background and maintain a natural expression.
- Hold documents on the edges without covering any content or place them on a flat surface for recording.
- Videos with unclear video or audio will be rejected.

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

**Record Video for DSC Order Id OR264224427**

Please show your original documents while recording video.

- 🔗 Applicant Pan card/ Aadhar card
- 🔗 Authorized signatory letter/ Board resolution
- 🔗 Organization bank statement
- 🔗 Certificate of incorporation
- 🔗 Organization Pan card
- 🔗 Declaration letter
- 🔗 Security letter

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

English Hindi

I, Sxxxx sxxxx with video code 904 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 OR264224427**

Please show your original documents while recording video.

- 🔗 Applicant Pan card/ Aadhar card
- 🔗 Authorized signatory letter/ Board resolution
- 🔗 Organization bank statement
- 🔗 Certificate of incorporation
- 🔗 Organization Pan card
- 🔗 Declaration letter
- 🔗 Security letter

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

English Hindi

I, Sxxxx sxxxx with video code 904 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 03:47 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
- 👍 Organization Pan card
- 👍 Declaration letter
- 👍 Security letter

You can Record your video using



Play

Record Video Again

After completing the video recording, you will need to submit the **'Application Form'**.

Order ID: OR264224427

Created on: Jun 24, 2024 03:12 PM

Showing Certificate and eKyc Details Expand

Pending Actions → Application Form ◀ Prev Next ▶ | Help ?

**CERTIFICATE DIGITAL**  
eKyc & Digital Certificate Registration Form

Form ID  
OR264224427


Applicant Name: XXXX XXXX

Email: test789@gmail.com

eKyc ID: d84d3809@capricorn

Mobile: 9933333333

PAN Number: LXXXXXX



Class - 2 Sign Year - 2

Address

abc 1233

Town/City/District: xxx Delhi State/Union Territory: Delhi PIN code: 110000

Organization Name: abc ltd Department: admin

Organization Type: CORPORATE ENTITIES Employee ID: 000336

Documents Submitted

- Photo
- Video
- Applicant Pan card/ Aadhar card

Note: 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.

**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 03:47 PM

Place: New Delhi

Submit Application Form

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

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 finalize 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: OR264224427 Created on: Jun 24, 2024 03:12 PM

[Show Certificate and ekyc Details Expand](#)

Pending Actions → Make Payment ⏪ Prev Next ⏩ | Help ?

#### Payment Summary

DSC Amount	₹ XXXXX
GST (18%)	₹ XXXX
<b>Payable Amount</b>	<b>₹ XXXXX</b>

Need Help? [Contact Us](#)

#### 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?

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

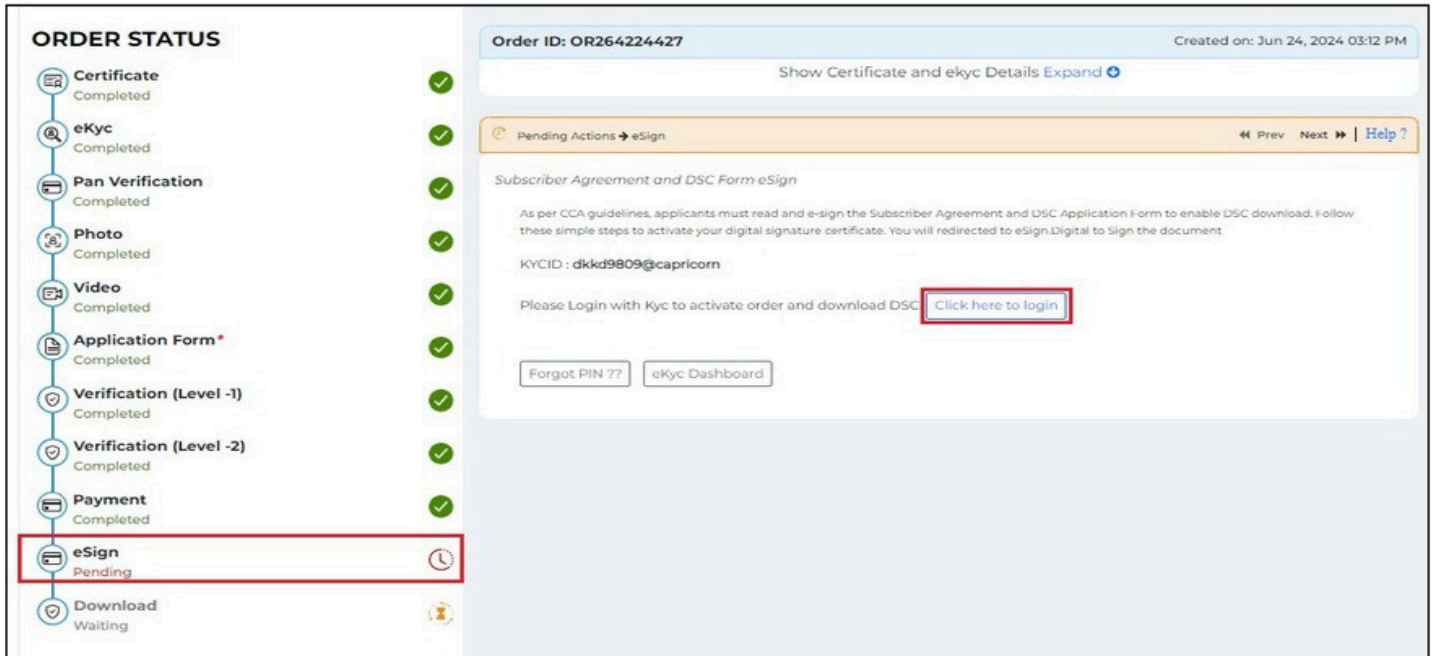
Order ID	OR264224427
Transaction ID	38xxxxxxxxxxxxxxxxxxxxx ac0
Payment Status	success
Amount	₹ XXXXX /-
Name	Sxxxx Sxxxx
Mobile	919xxxxxxxx
Email	test76St@gmail.com

**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**

- 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 ⌚

Order ID: OR264224427 Created on: Jun 24, 2024 03:12 PM

Show Certificate and ekyc Details Expand

Pending Actions → eSign ⏪ Prev Next ⏩ | Help ?

Subscriber Agreement and DSC Form eSign

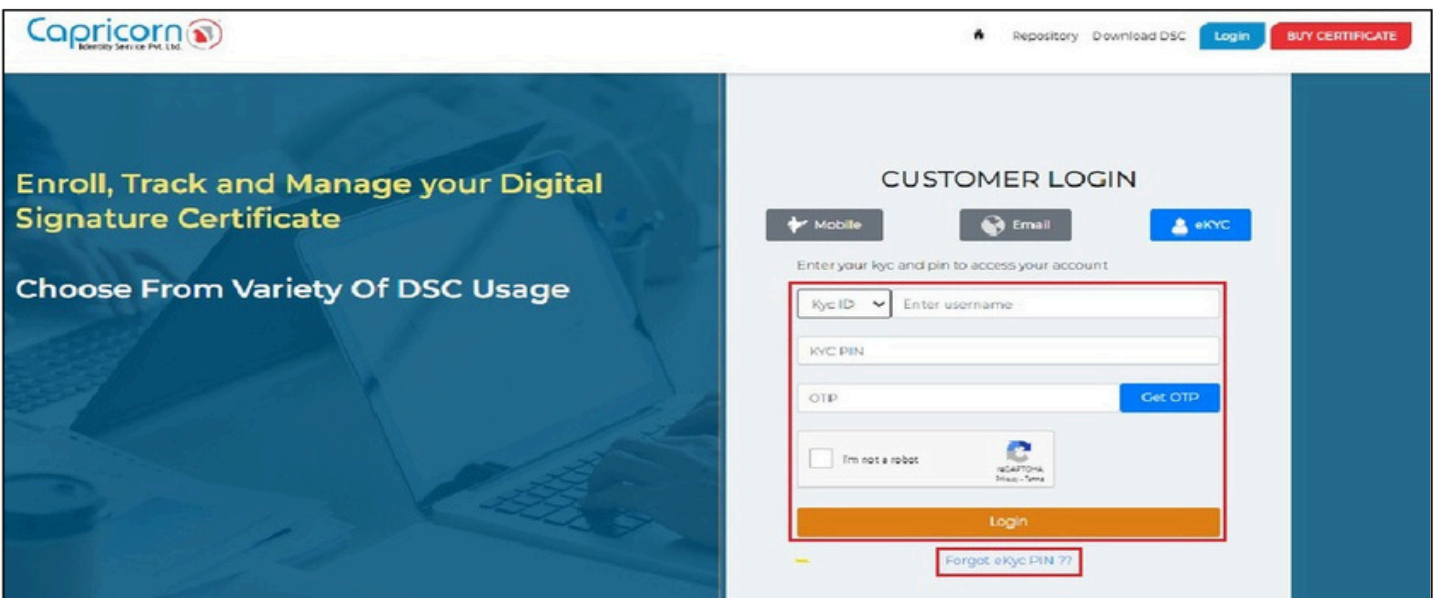
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will be redirected to eSign.Digital to Sign the document.

KYCID : dkkd9809@capricorn

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

[Forgot PIN ??](#) [eKyc Dashboard](#)

You will need to log in using your eKYC credentials.



Capricorn Identity Service Pvt. Ltd.

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

KVC PIN

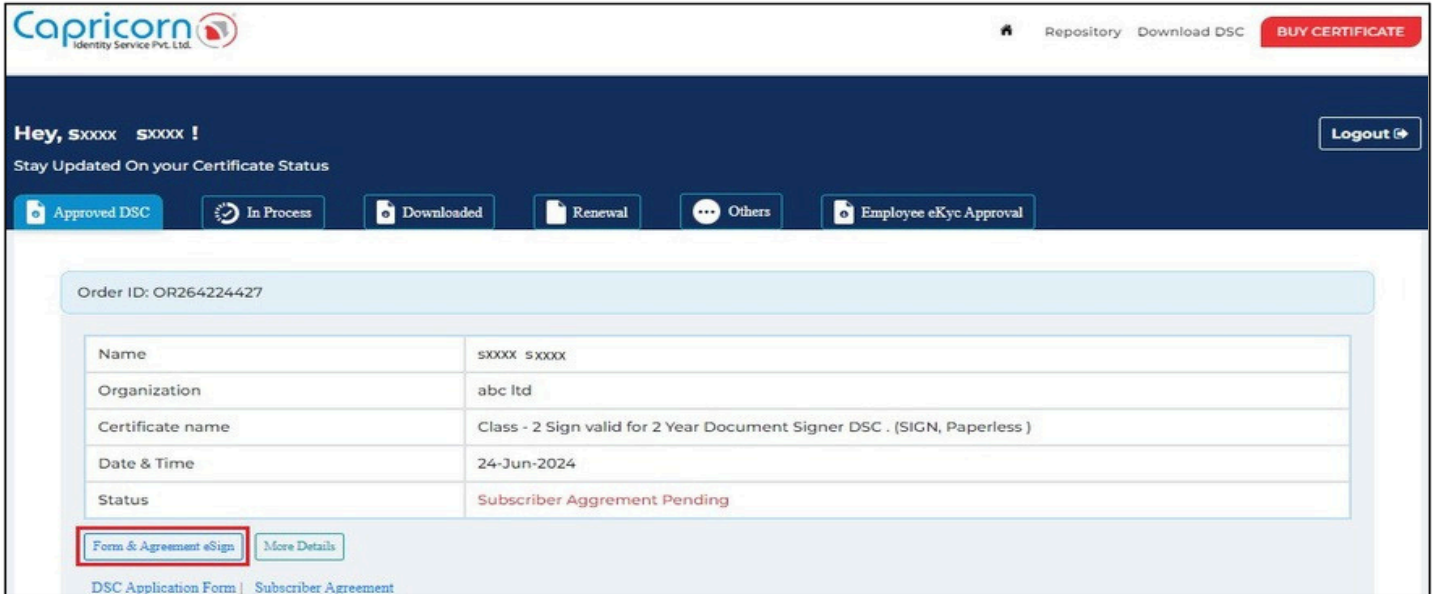
OTP [Get OTP](#)

I'm not a robot 

[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.



Capricorn Identity Service Pvt. Ltd. Repository Download DSC BUY CERTIFICATE

Hey, sxxxx sxxxx ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others Employee eKyc Approval

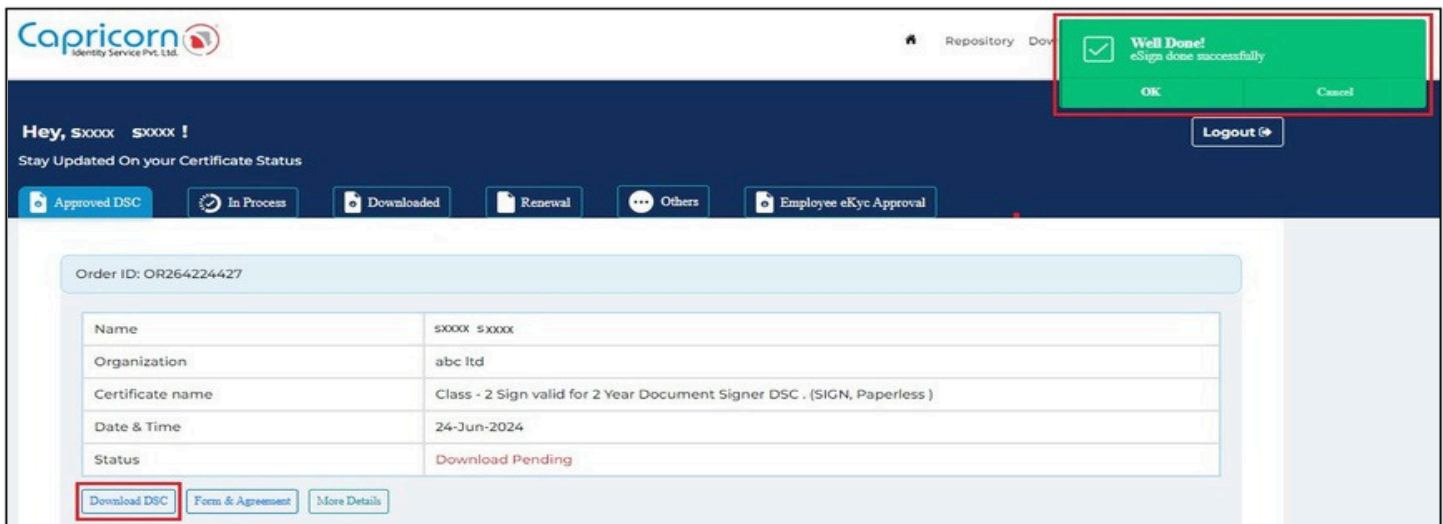
Order ID: OR264224427

Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 2 Sign valid for 2 Year Document Signer DSC . (SIGN, 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.



Capricorn Identity Service Pvt. Ltd. Repository Download DSC

Hey, sxxxx sxxxx ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others Employee eKyc Approval

Order ID: OR264224427

Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 2 Sign valid for 2 Year Document Signer DSC . (SIGN, 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: OR264224427

Name	XXXXX XXXXX
Organization	abc ltd
Certificate name	Class - 2 Sign valid for 2 Year Document Signer DSC . (SIGN, Paperless )
Date & Time	24-Jun-2024
Status	Download Pending

 Download your DSC Now

OrderID	OR264224427
Pin code	110092
Download Key	<input type="text"/> <a href="#">Update Download Key</a>

[Download DSC](#)

[Terms & Agreement](#) [More Details](#)

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