

# FOREIGN

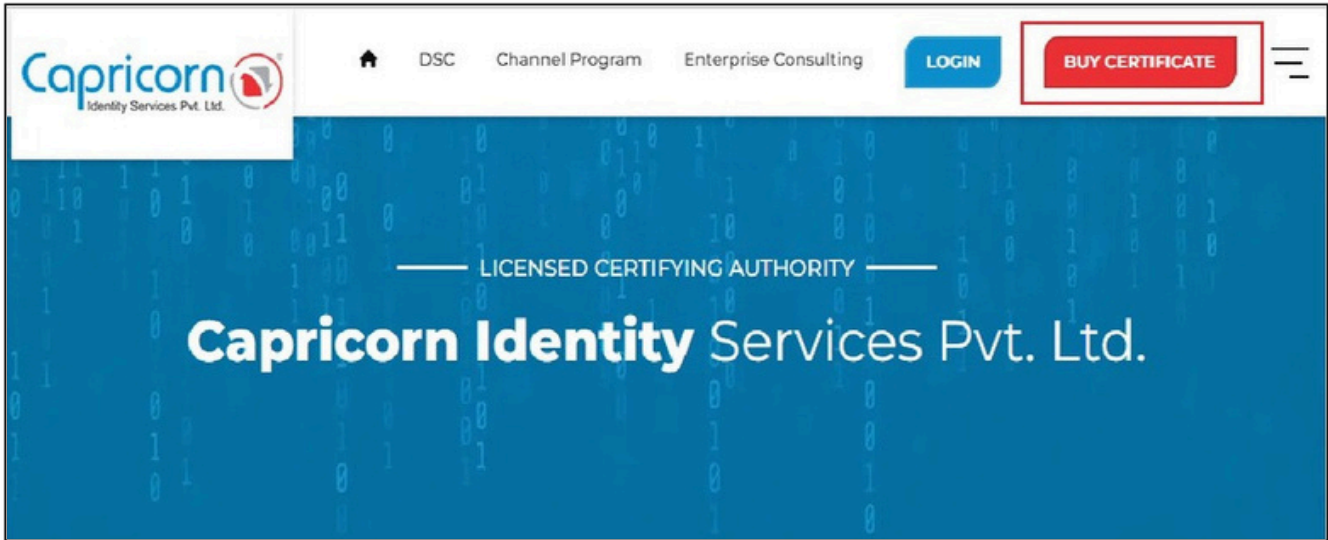
ORG BASED DSC PROCEDURE

11-APR-2025

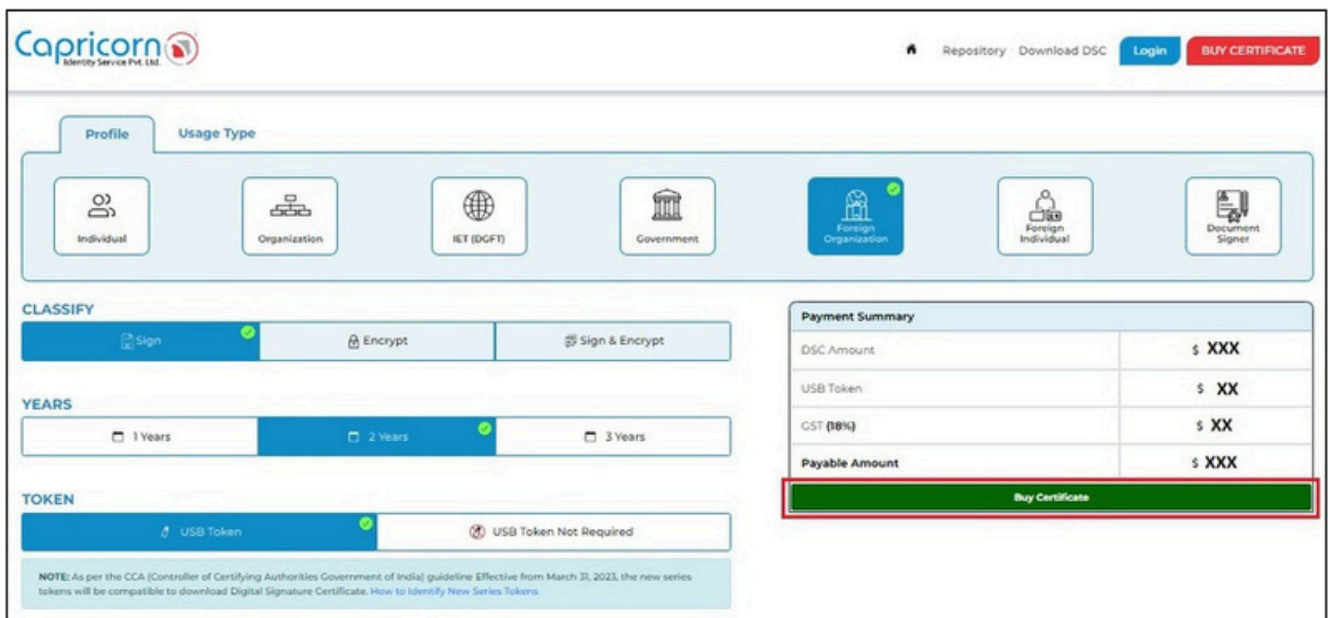
VERSION 1.1.1

## FOREIGN ORG BASED DSC PROCEDURE

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

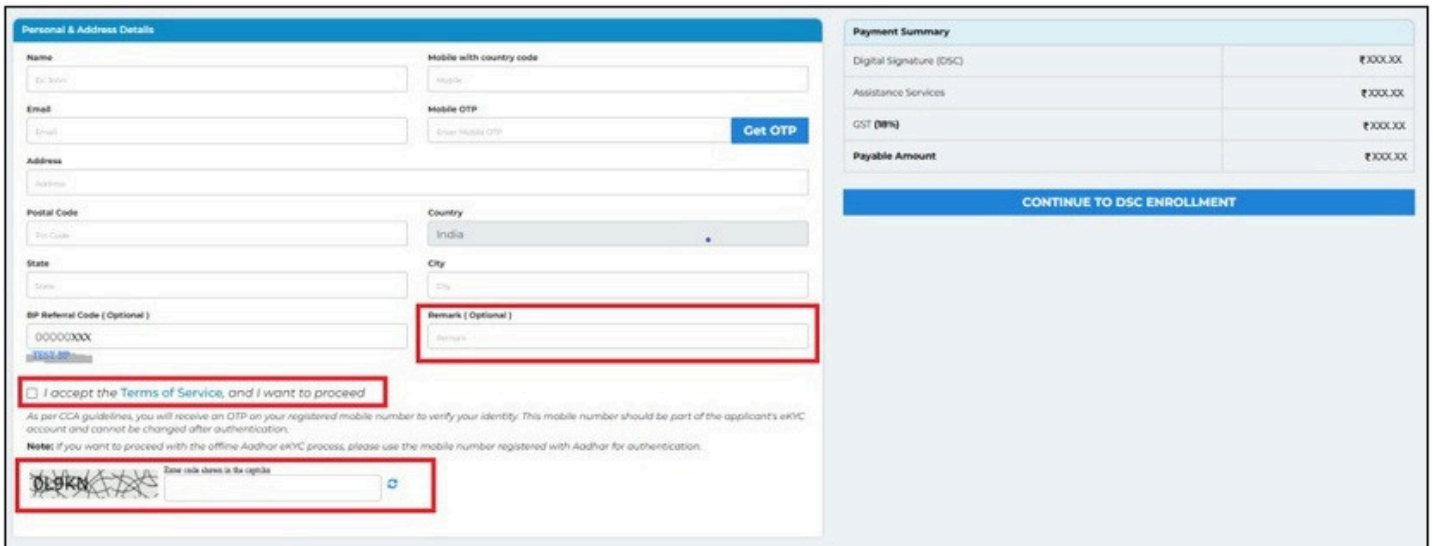


Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **Foreign Organization DSC** type, click on the 'Buy Certificate' tab. If you want **TOKEN** with your DSC, you need to choose **TOKEN**, else, you can select **USBTOKEN NOT REQUIRED**.



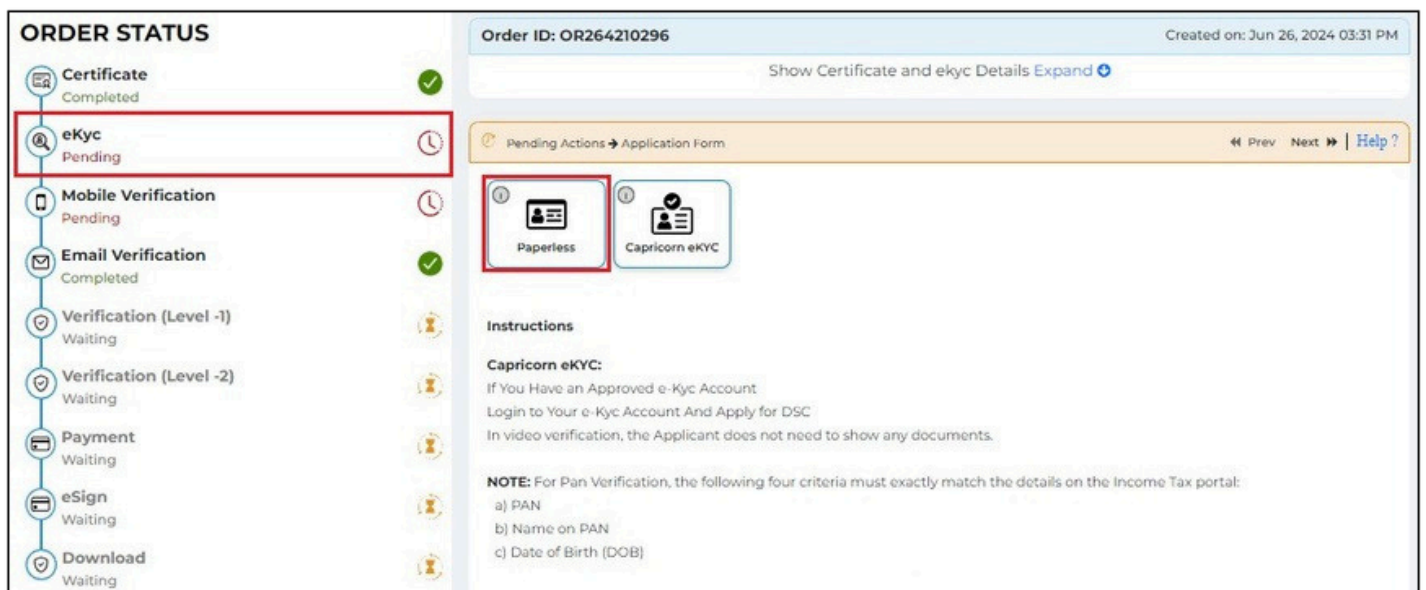
Fill in your Name, Email, Mobile Number, and Address. Click '**Get OTP**'. Enter the **OTP** received on your mobile. If you have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **Remark** field related to the order (**It is optional**).

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



The screenshot shows a web form for DSC enrollment. On the left, under 'Personal & Address Details', there are fields for Name, Email, Address, Postal Code, State, BP Referral Code, and Remark. A 'Get OTP' button is next to the Mobile OTP field. On the right, a 'Payment Summary' table shows charges for Digital Signature (DSC), Assistance Services, and GST (18%), with a total Payable Amount. Below the table is a blue button labeled 'CONTINUE TO DSC ENROLLMENT'. Red boxes highlight the 'Get OTP' button, the 'Remark' field, the checkbox 'I accept the Terms of Service, and I want to proceed', and the CAPTCHA area.

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



The screenshot shows the 'ORDER STATUS' page for Order ID: OR264210296, created on Jun 26, 2024 03:31 PM. The left sidebar shows a progress bar with steps: Certificate (Completed), eKyc (Pending), Mobile Verification (Pending), Email Verification (Completed), Verification (Level -1) (Waiting), Verification (Level -2) (Waiting), Payment (Waiting), eSign (Waiting), and Download (Waiting). The 'eKyc' step is highlighted with a red box. The main content area shows 'Pending Actions' with 'Application Form' and a 'Paperless' option selected. Below this, there are instructions for Capricorn eKYC and a note about PAN verification criteria.

Please fill in the required details with your 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 ?

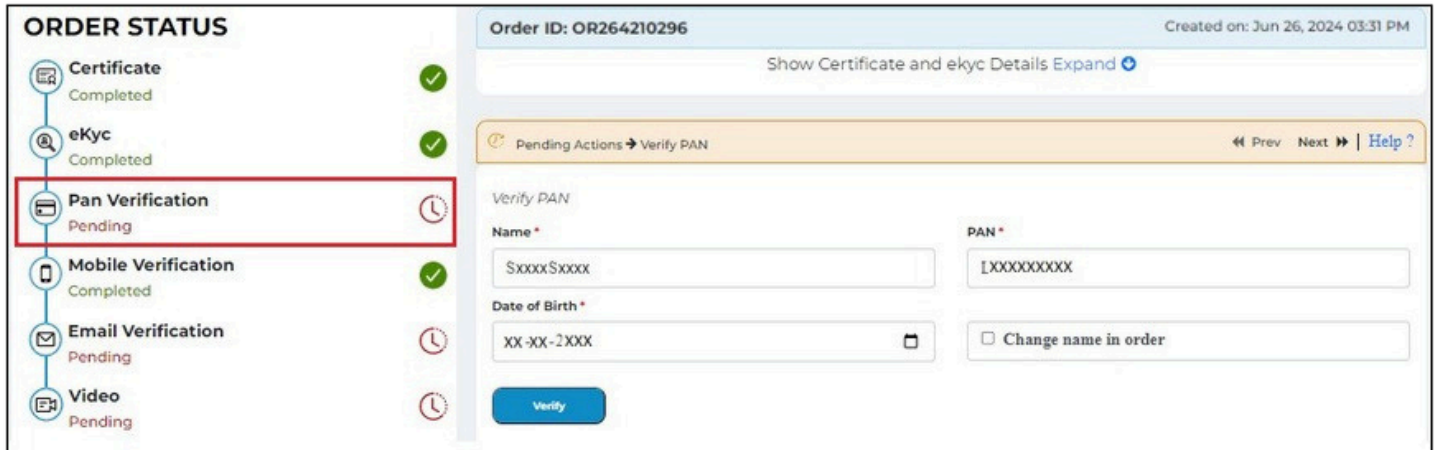
<b>Name</b> <input type="text" value="name"/>	<b>PAN (Mandatory for Income Tax usage)</b> <input type="text" value="PAN"/>
<b>Date of Birth</b> <input type="text" value="dd-mm-yyyy"/>	<b>Mobile with country code</b> <input type="text" value="mobile"/>
<b>Email</b> <input type="text" value="test6626@gmail.com"/>	<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="10004"/>	<b>Country</b> <input type="text" value="United States"/>
<b>State</b> <input type="text" value="newyork"/>	<b>City</b> <input type="text" value="newyork"/>
<b>eKYC ID</b> <input type="text" value="KYC ID @capricom"/> <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>GSTIN ( Optional )</b> <input type="text" value="GSTIN"/>	<b>Company Name</b> <input type="text" value="company name"/>
<b>Organization Type</b> <input type="text" value="- Select Organisation Type -"/>	<b>Department</b> <input type="text" value="department"/>
<b>Company Registration ID</b> <input type="text" value="Company Registration ID"/>	<b>Employee Code</b> <input type="text" value="Employee code given by company"/>

**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**

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details Expand

Pending Actions → Verify PAN

Verify PAN

Name \* SxxxxSxxxx PAN \* [XXXXXXXXX]

Date of Birth \* XX-XX-2XXX  Change name in order

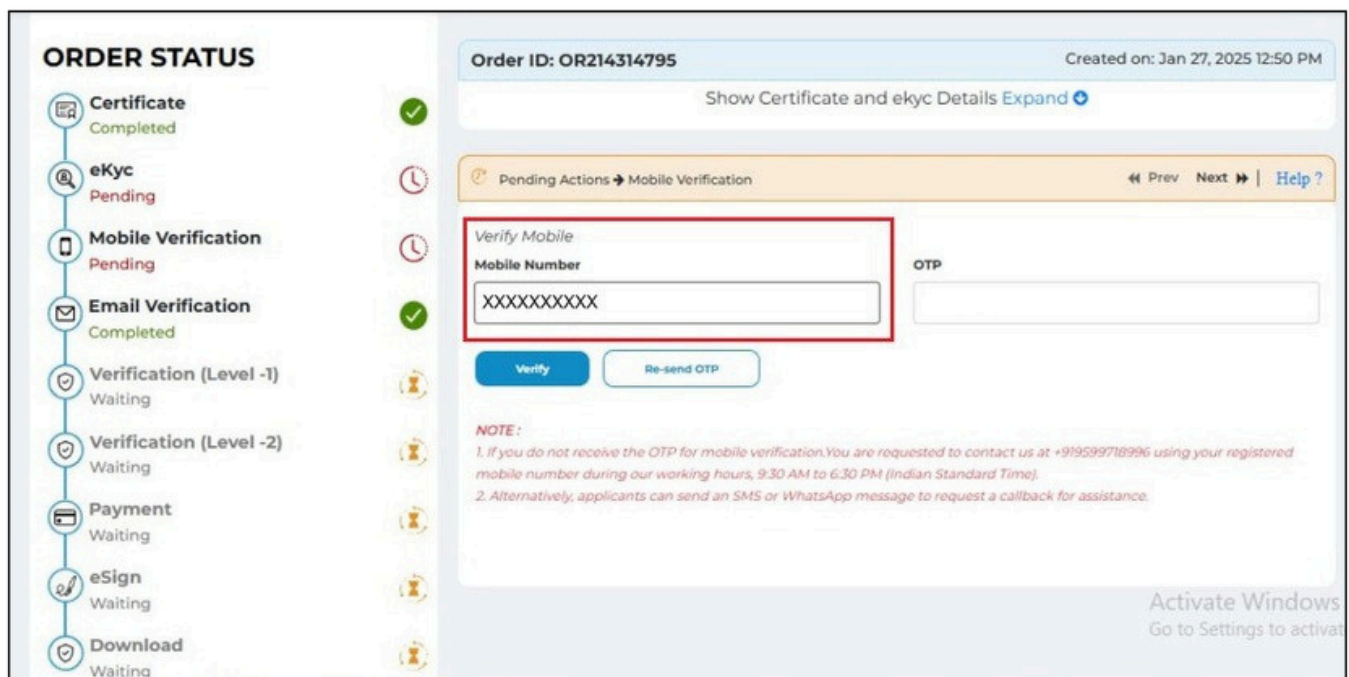
Verify

Order Status Legend:

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

Verify your '**Mobile Number**' by following the prompts to complete the Mobile verification process.

In case you want to change the **Mobile No**, then edit the field and mention your correct mobile no and click on **Resend OTP**; after that, your **Mobile Number** will be updated.



**ORDER STATUS**

Order ID: OR214314795 Created on: Jan 27, 2025 12:50 PM

Show Certificate and ekyc Details Expand

Pending Actions → Mobile Verification

Verify Mobile

Mobile Number XXXXXXXXXXXX OTP

Verify Re-send OTP

**NOTE:**

- If you do not receive the OTP for mobile verification, you are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time).
- Alternatively, applicants can send an SMS or WhatsApp message to request a callback for assistance.

Activate Windows  
Go to Settings to activate

Order Status Legend:

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

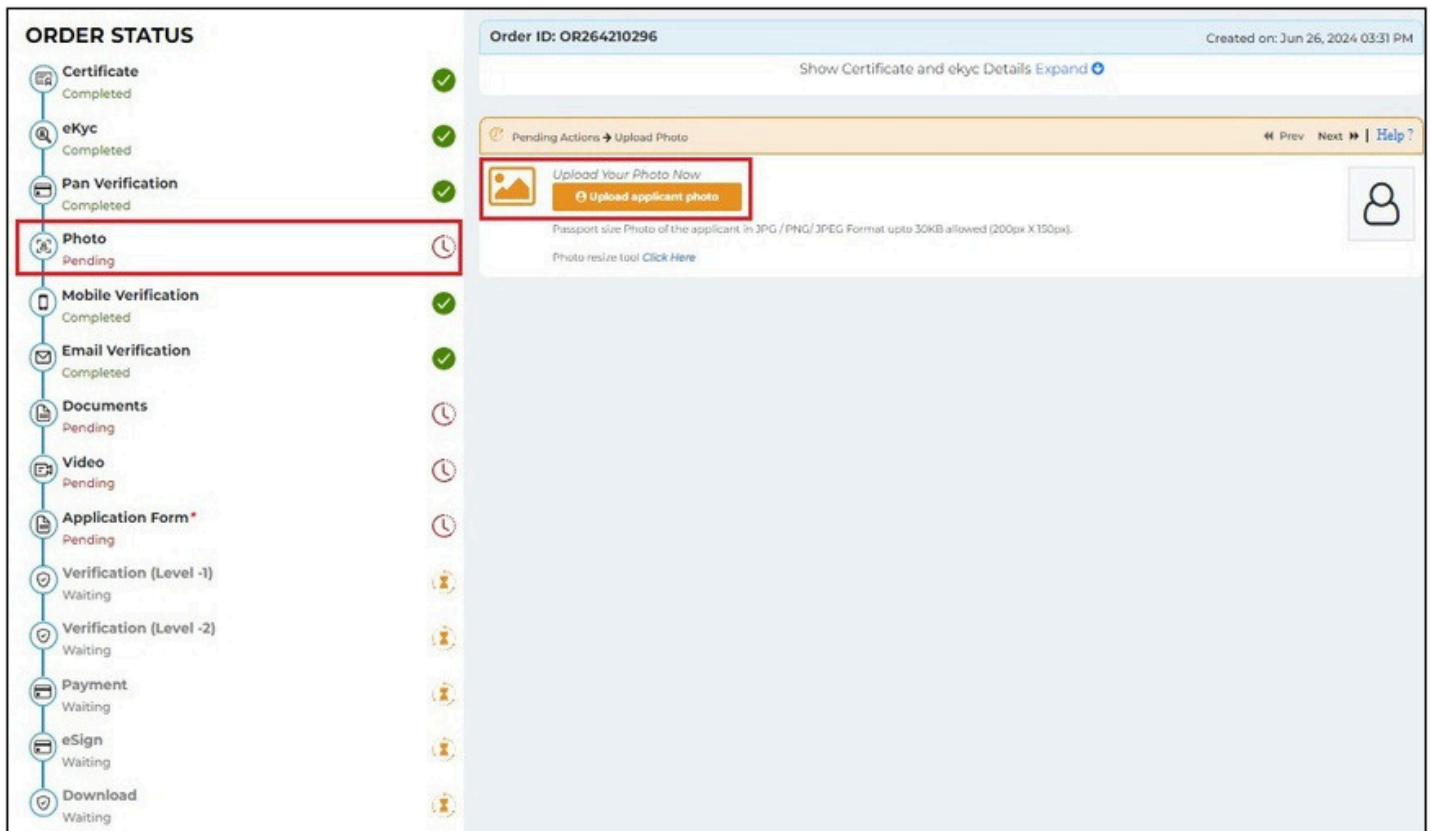
**NOTE:**

**1.If you do not receive the OTP for mobile verification.**

**You are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time).**

**2. Alternatively, applicants can send an SMS or WhatsApp message to request a callback for assistance.**

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: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details Expand

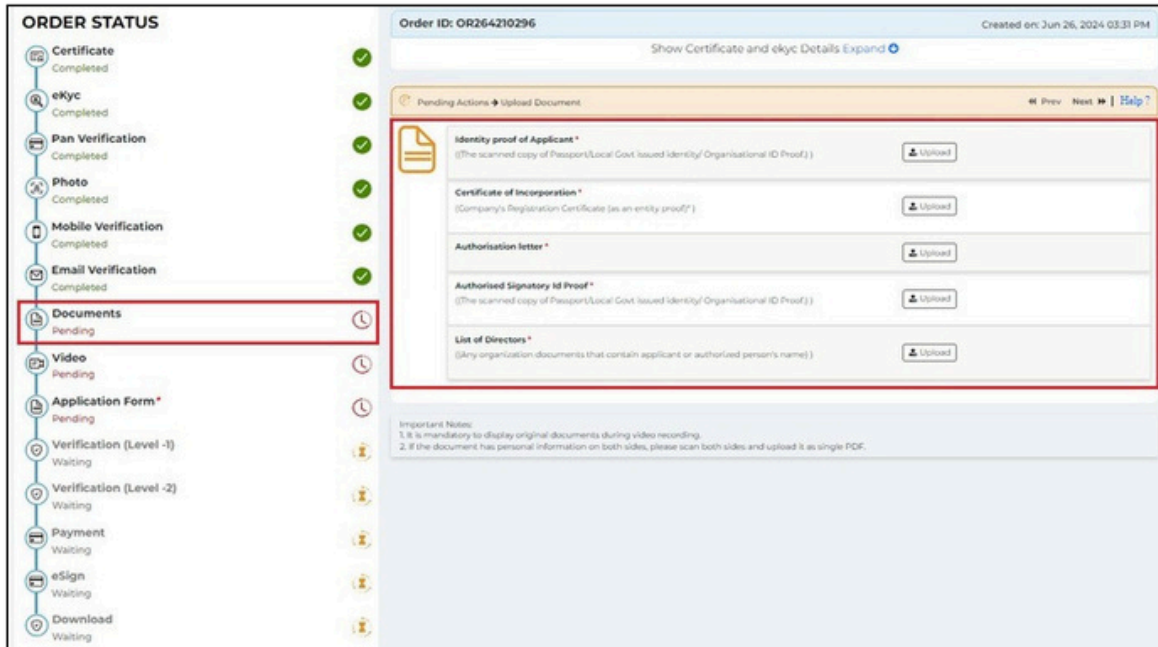
Pending Actions → Upload Photo ⏪ Prev Next ⏩ | Help ?

**Upload Your Photo Now**  
Upload applicant photo

Passport size Photo of the applicant. In JPG / PNG / JPEG Format upto 30KB allowed (200px X150px).

Photo resize tool [Click Here](#)

Upload the required documents.



**ORDER STATUS**

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 PM

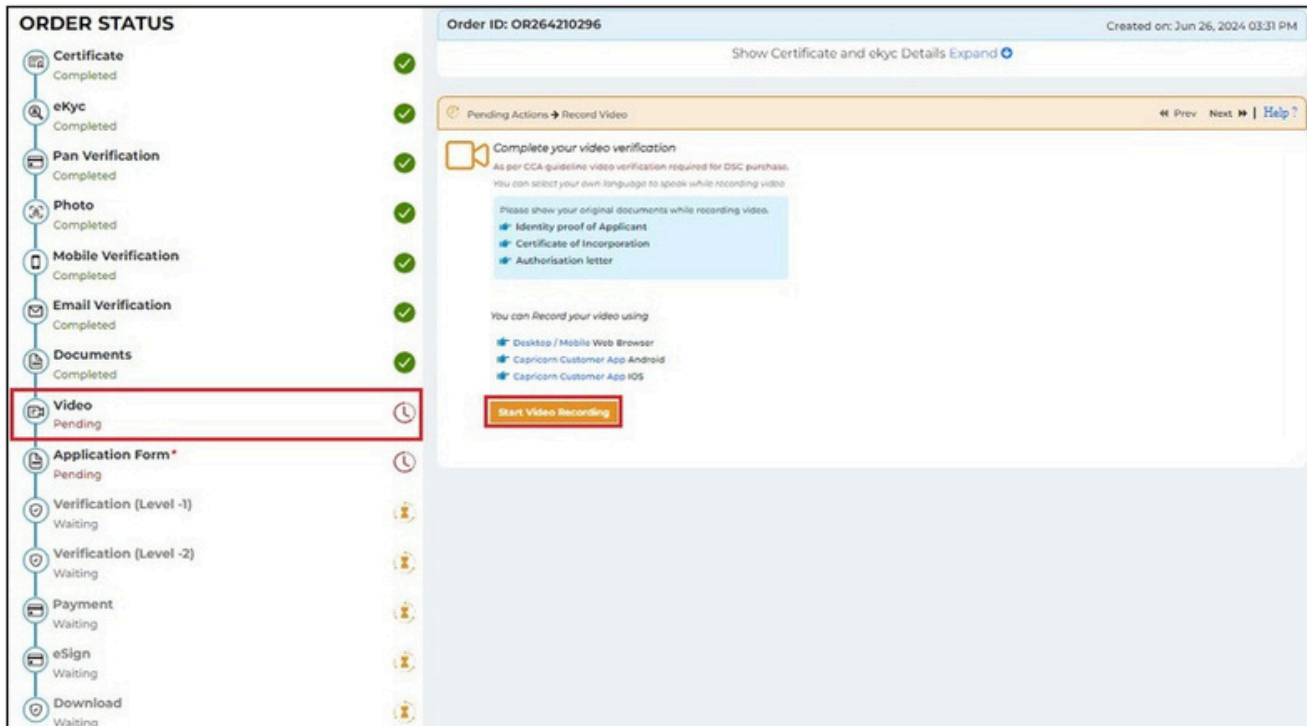
Show Certificate and ekyc Details Expand

Pending Actions → Upload Document

- Identity proof of Applicant\* (The scanned copy of Passport/Local Govt issued Identity/ Organisational ID Proof.) [Upload]
- Certificate of Incorporation\* (Company's Registration Certificate (as an entity proof)) [Upload]
- Authorisation letter\* [Upload]
- Authorised Signatory ID Proof\* (The scanned copy of Passport/Local Govt issued Identity/ Organisational ID Proof.) [Upload]
- List of Directors\* (Any organization documents that contain applicant or authorized person's name) [Upload]

Important Notes:  
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.

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



**ORDER STATUS**

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 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.

- Identity proof of Applicant
- Certificate of Incorporation
- Authorisation 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 OR264210296

Please show your original documents while recording video.

- 🔗 Identity proof of Applicant
- 🔗 Certificate of Incorporation
- 🔗 Authorisation letter

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

English Hindi

I, sxxxx sxxxx with video code 781 have applied for digital signature with capricorn CA.

**Instructions for Video Recording:**

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

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 OR264210296

Please show your original documents while recording video.

- 🔗 Identity proof of Applicant
- 🔗 Certificate of Incorporation
- 🔗 Authorisation letter

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

English Hindi

I, sxxxx sxxxx with video code 810 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 OR264210296

Please show your original documents while recording video.

- Identity proof of Applicant
- Certificate of Incorporation
- Authorisation letter

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

English **Hindi**

I, sxxxx sxxxx with video code 810 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 26-Jun-2024 04:28 PM**

Please show your original documents while recording video.

- Identity proof of Applicant
- Certificate of Incorporation
- Authorisation letter

**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 ?

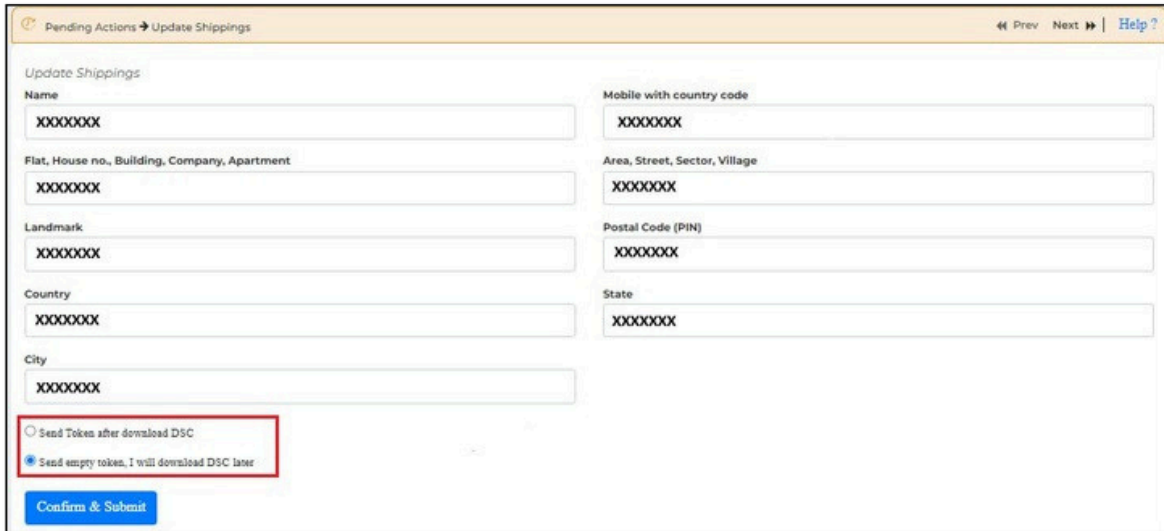
Shipping Address	Pending	<b>Confirm</b>
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Please do above step to submit application form\*

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**  
XXXXXXX

**Mobile with country code**  
XXXXXXX

**Flat, House no., Building, Company, Apartment**  
XXXXXXX

**Area, Street, Sector, Village**  
XXXXXXX

**Landmark**  
XXXXXXX

**Postal Code (PIN)**  
XXXXXXX

**Country**  
XXXXXXX

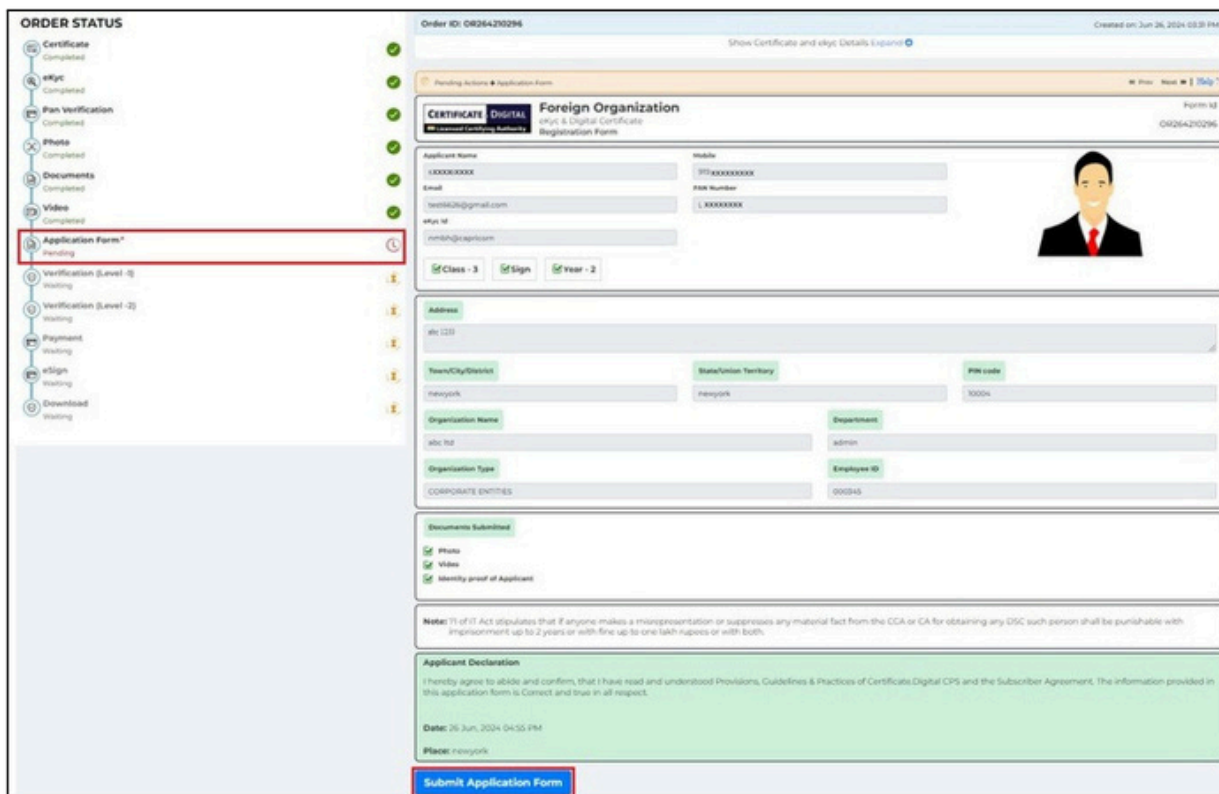
**State**  
XXXXXXX

**City**  
XXXXXXX

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

**Confirm & Submit**

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



**ORDER STATUS**

- Certificate Completed
- eKYC Completed
- Plan 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

Order ID: 0926429296      Created on Jun 26, 2024 03:39 PM

**Pending Actions → Application Form**      << Prev   Next >> | Help ?

**CERTIFICATE Digital** Foreign Organization  
eKYC & Digital Certificate Registration Form      Form ID: 0926429296

Applicant Name: XXXXXXXXXX      Mobile: 97XXXXXXXXXX  
 Email: test@2@gmail.com      PAN Number: XXXXXXXXXX  
 eKYC ID: nmshd@april.com

Class - 3    Sign    Year - 2

**Address**

abc 123

Town/City/District: newyork      State/Union Territory: newyork      PIN code: 10004

Organization Name: abc ltd      Department: admin

Organization Type: CORPORATE ENTITIES      Employee ID: 000345

**Documents Submitted**

- Photo
- Video
- Identity proof of Applicant

**Note:** 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**

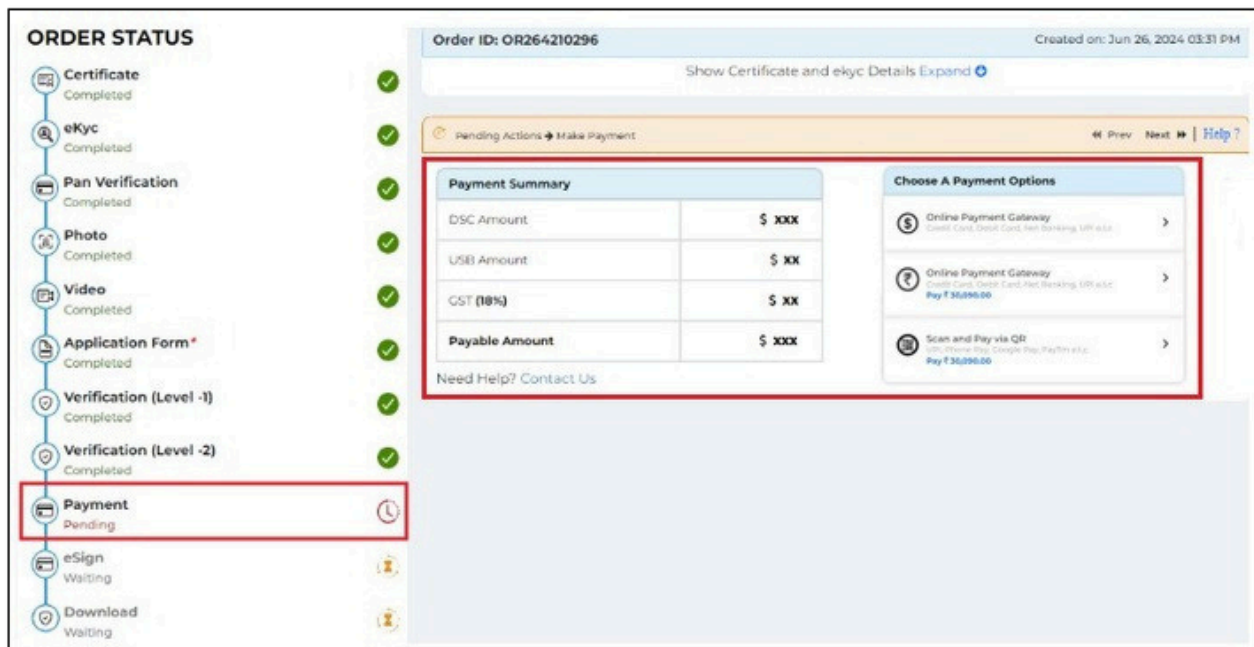
I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of Certificates Digital CPS and the Subscriber Agreement. The information provided in this application form is Correct and true in all respect.

**Date:** 26 Jun, 2024 04:55 PM  
**Place:** newyork

**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 finalize the payment for your order. Make sure to complete this step to ensure the processing of your Digital Signature Certificate.



**ORDER STATUS**

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details Expand

Pending Actions → Make Payment

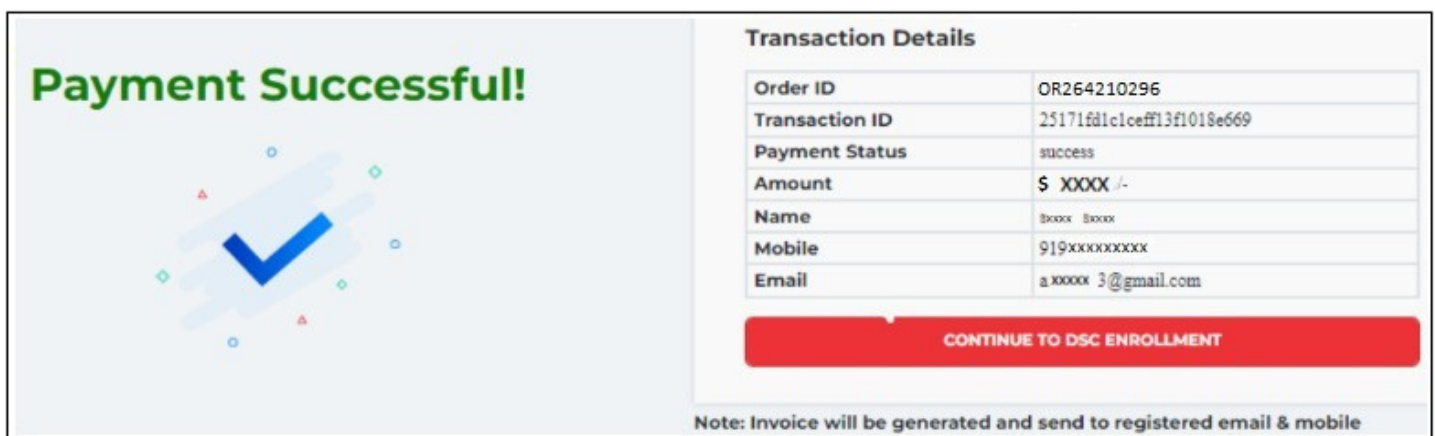
Payment Summary	
DSC Amount	\$ XXX
USB Amount	\$ XX
GST (18%)	\$ XX
<b>Payable Amount</b>	<b>\$ XXX</b>

Need Help? Contact Us

**Choose A Payment Options**

- Online Payment Gateway
- Online Payment Gateway
- Scan and Pay via QR

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



**Payment Successful!**

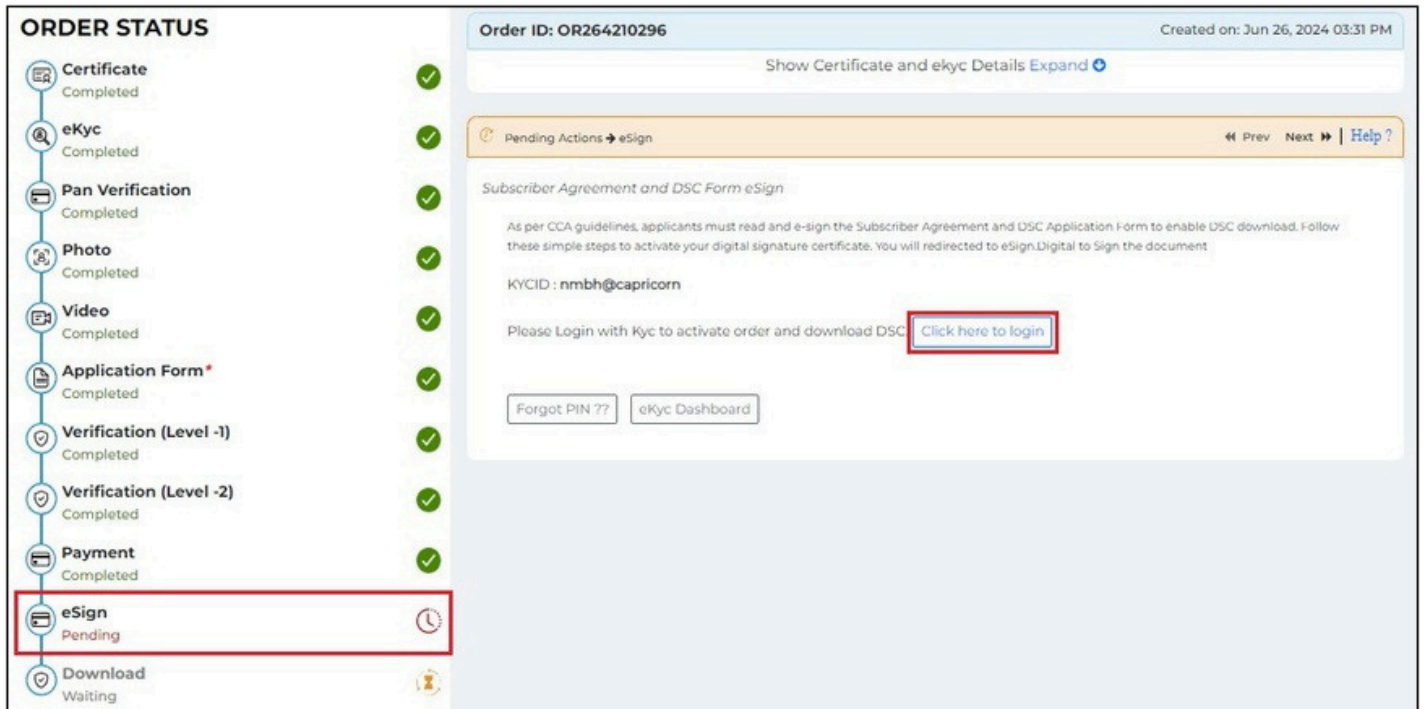
**Transaction Details**

Order ID	OR264210296
Transaction ID	25171fd1c1ceff13f1018e669
Payment Status	success
Amount	\$ XXXX /-
Name	XXXX XXXX
Mobile	919XXXXXXXX
Email	a.xxxxx 3@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: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details Expand

Pending Actions → eSign

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

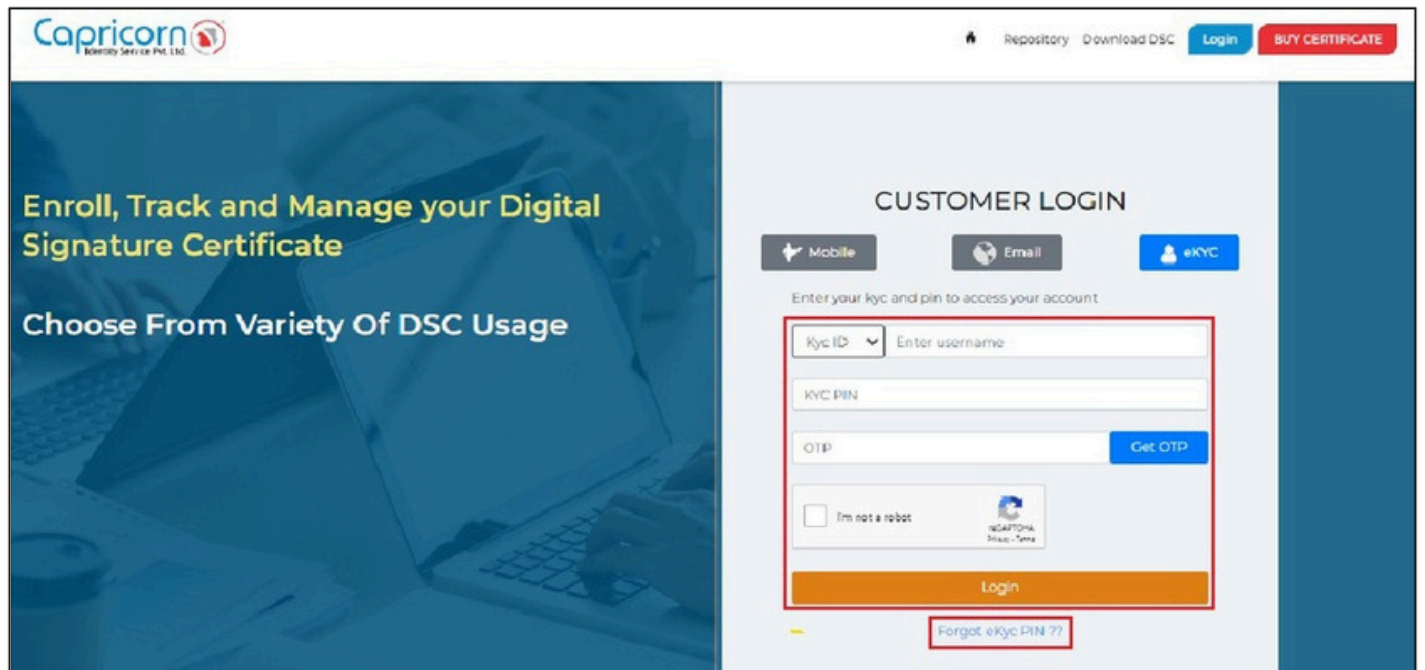
KYC ID : nmbh@capricorn

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

Forgot PIN ?? eKyc Dashboard

Progress bar steps: 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.



Capricorn  
Identity Services 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

KYC PIN

OTP Get OTP

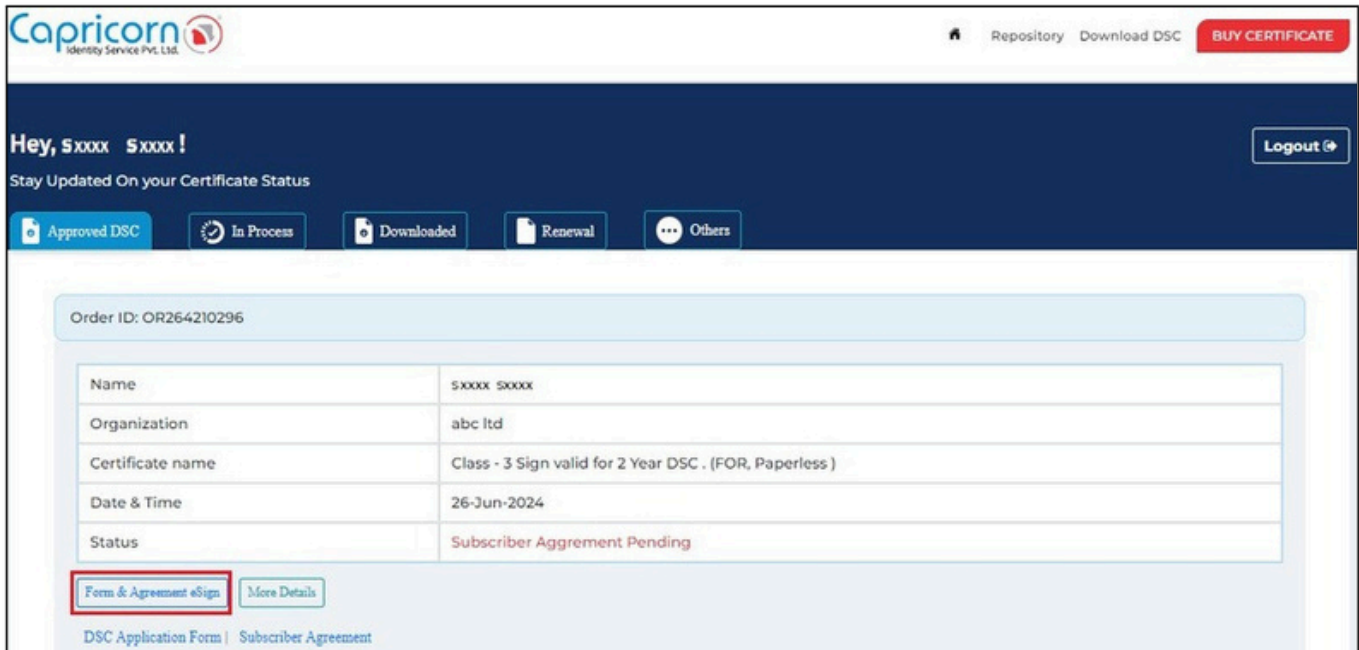
I'm not a robot

ncapricorn  
Miss -Tera

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

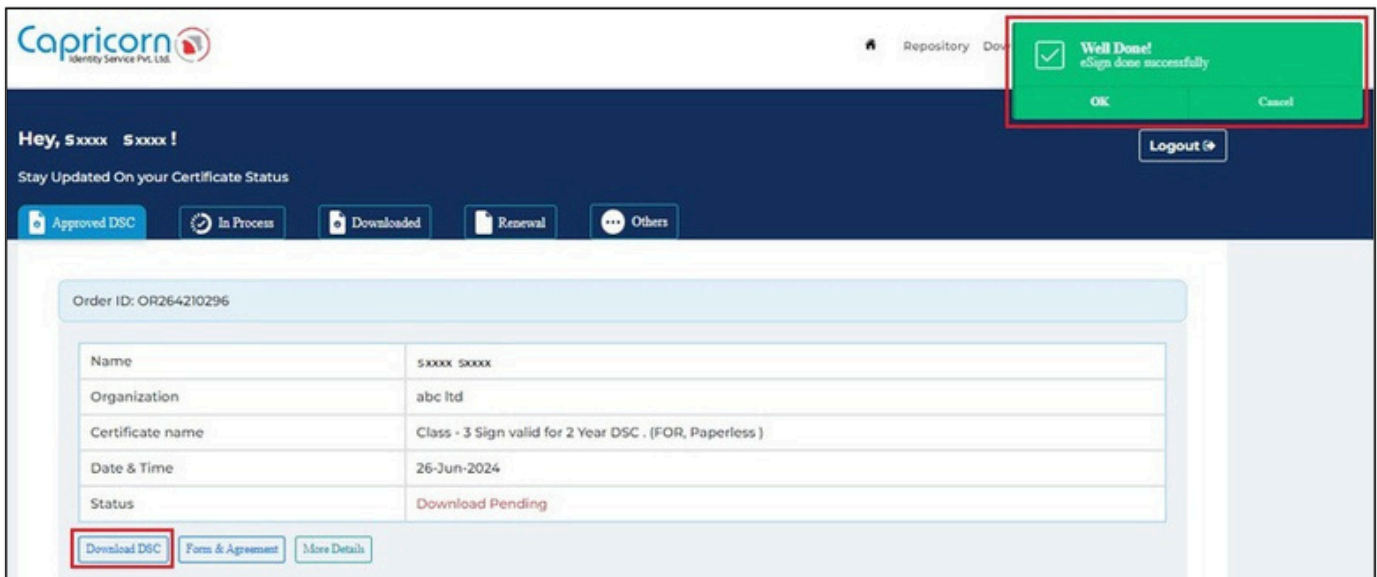
Order ID: OR264210296

Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FOR, Paperless )
Date & Time	26-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

Well Done! eSign done successfully OK Cancel

Hey, sxxxx sxxxx! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others

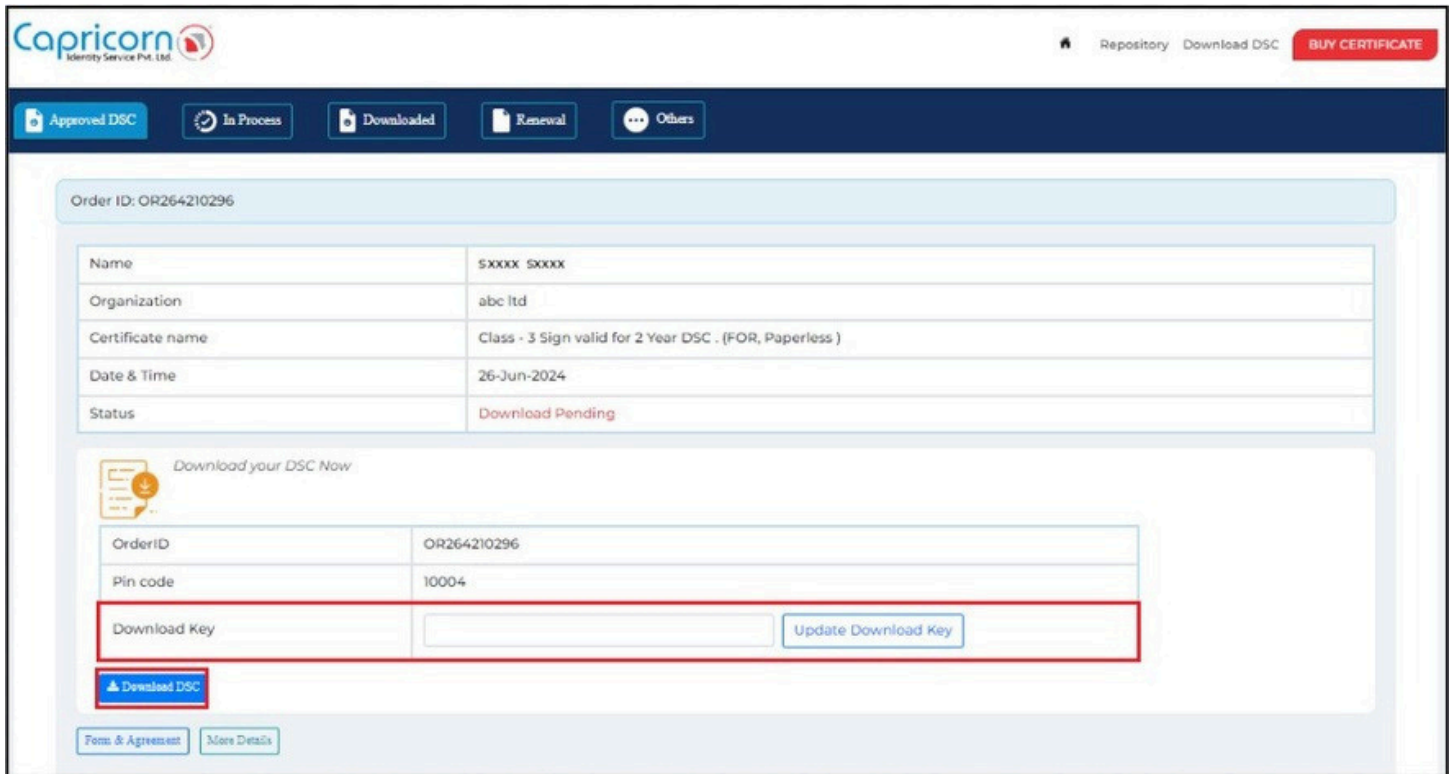
Order ID: OR264210296

Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FOR, Paperless )
Date & Time	26-Jun-2024
Status	Download Pending

Download DSC Form & Agreement More Details

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.



The screenshot shows the Capricorn Identity Service Pvt. Ltd. web portal. The header includes the logo and navigation links for Repository, Download DSC, and BUY CERTIFICATE. A dark blue navigation bar contains buttons for Approved DSC, In Process, Downloaded, Renewal, and Others. The main content area displays the Order ID: OR264210296. Below this is a table with the following details:

Name	SXXXX SXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FOR, Paperless )
Date & Time	26-Jun-2024
Status	Download Pending

Below the table, there is a section titled "Download your DSC Now" with a download icon. It contains a form with the following fields:

OrderID	OR264210296
Pin code	10004
Download Key	<input type="text"/>

There is an "Update Download Key" button next to the Download Key field. Below the form is a "Download DSC" button. At the bottom, there are links for "Form & Agreement" and "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](#)'.