



**Vishwnet**  
INDIA

# IET/DGFT

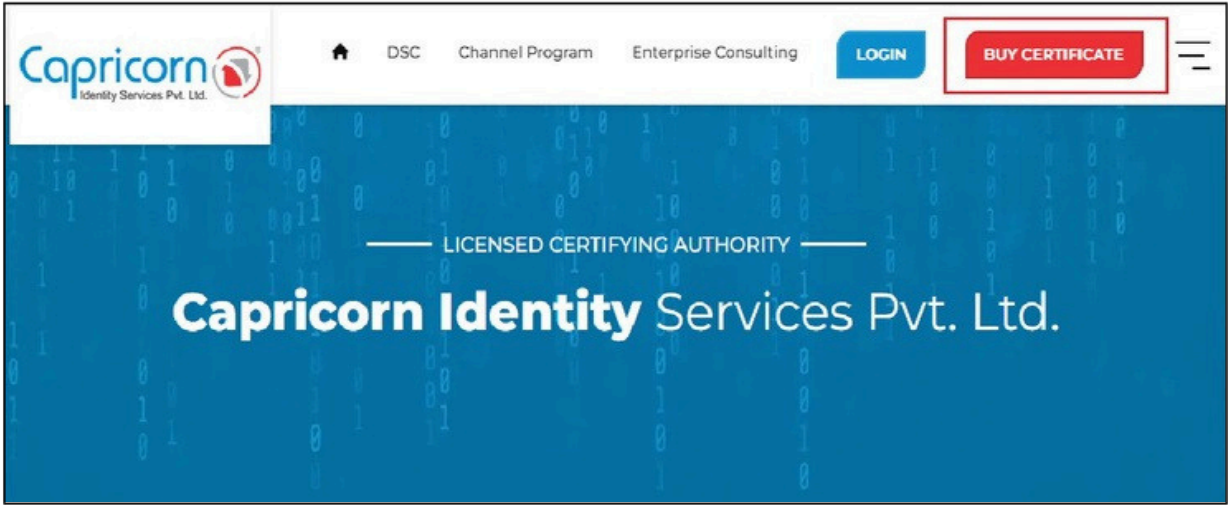
BASED DSC PROCEDURE

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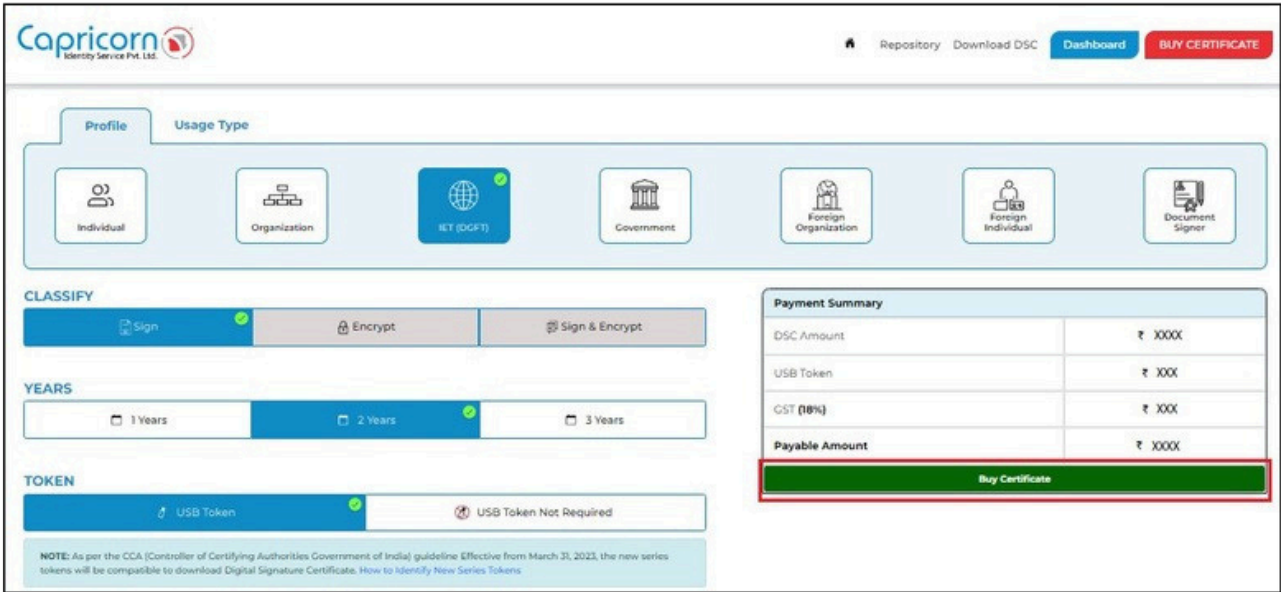
11-APR-2025  
VERSION 1.1.1

## IET/DGFT-BASED DSC PROCEDURE

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

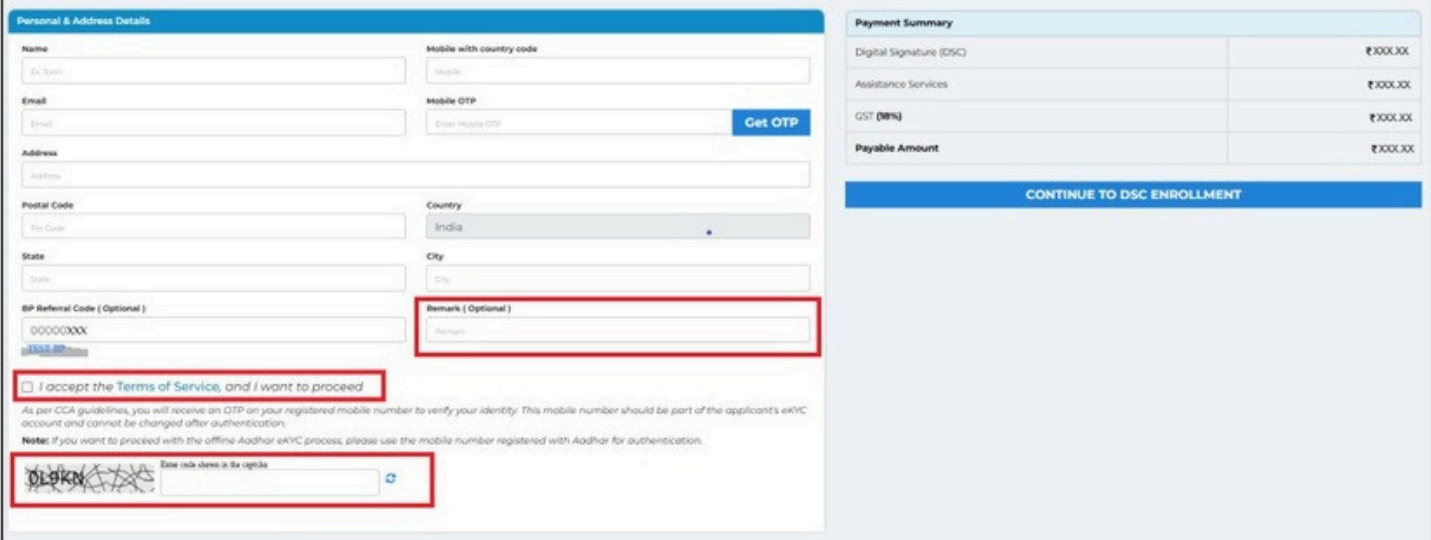


Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **IET DSC** type, click on the 'Buy Certificate' tab. If you want **TOKEN** with your DSC, you need to choose **TOKEN**, else, you can select **USB TOKEN NOT REQUIRED**.



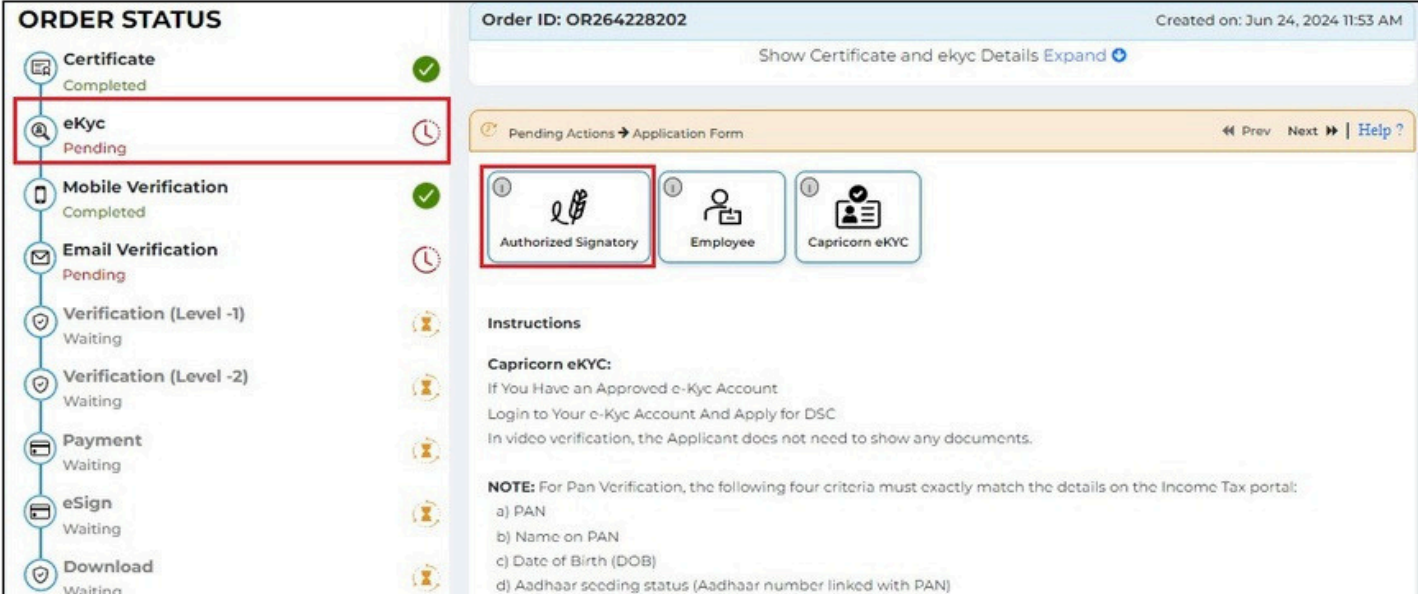
Fill in your Name, Email, Mobile Number, and Address. Click **'Get OTP'**. Enter the **OTP** received on your mobile. If you have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **Remark** field related to the order (**It is optional**).

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, the 'Personal & Address Details' section includes fields for Name, Email, Address, Postal Code, State, City, Country (set to India), and Mobile with country code. A 'Get OTP' button is next to the mobile number field. Below these are optional fields for 'BP Referral Code' and 'Remark'. A checkbox for 'I accept the Terms of Service, and I want to proceed' is highlighted with a red box. At the bottom left, a CAPTCHA image with the text 'DL9Kn' is also highlighted with a red box. On the right, a 'Payment Summary' table shows costs for Digital Signature (DSC), Assistance Services, and GST (9%), with a total 'Payable Amount' of ₹XXXX.XX. A blue button labeled 'CONTINUE TO DSC ENROLLMENT' is positioned below the payment summary.

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



The screenshot displays the 'ORDER STATUS' page for Order ID: OR264228202, created on Jun 24, 2024 at 11:53 AM. A vertical progress bar on the left lists the following steps: Certificate (Completed), eKyc (Pending), Mobile Verification (Completed), Email Verification (Pending), Verification (Level -1) (Waiting), Verification (Level -2) (Waiting), Payment (Waiting), eSign (Waiting), and Download (Waiting). The 'eKyc' step is highlighted with a red box. To the right, under 'Pending Actions', there are three options: 'Authorized Signatory' (highlighted with a red box), 'Employee', and 'Capricorn eKYC'. Below this, 'Instructions' for Capricorn eKYC are provided, including a note about matching details with the Income Tax portal: PAN, Name on PAN, Date of Birth (DOB), and Aadhaar seeding status.

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 ?

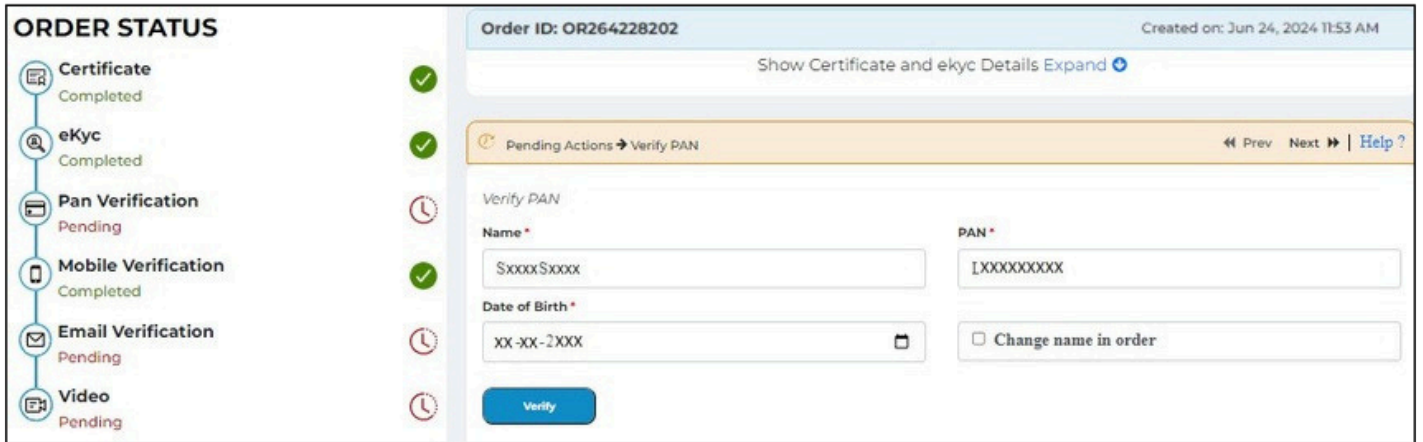
<b>Name</b> sxxxx sxxxx	<b>PAN (Mandatory for Income Tax usage)</b> PAN
<b>Date of Birth</b> dd----yyyy	<b>Mobile with country code</b> 919 xxxxxxxx
<b>Email</b> TESST888@GMAIL.COM	<b>Gender</b> Select Gender
<b>Address</b> abc 1233	
<b>Postal Code (PIN)</b> 1XXXX	<b>Country</b> India
<b>State</b> Delhi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

Verify PAN

Name\* SxxxxSxxxx

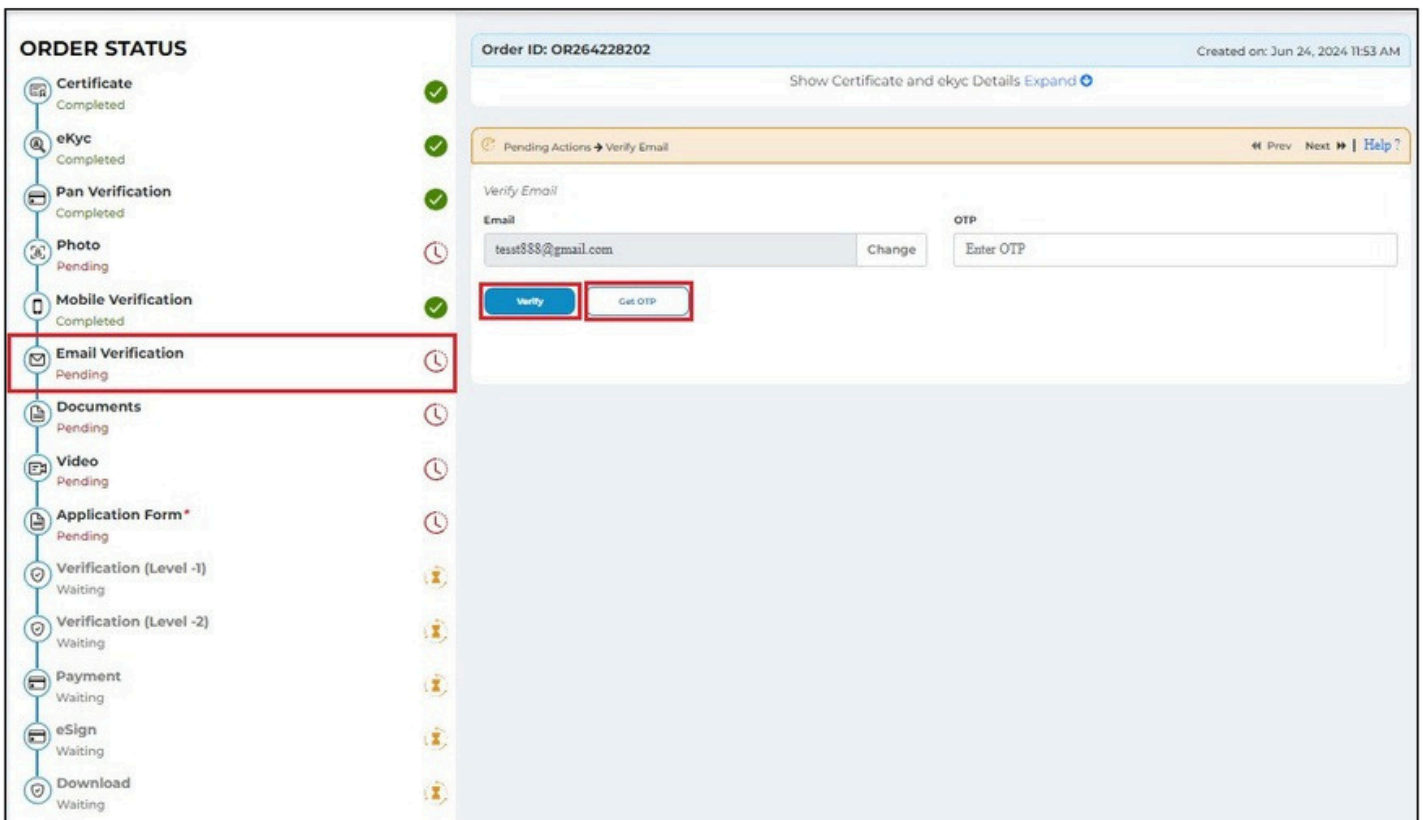
PAN\* [XXXXXXXXXX]

Date of Birth\* XX-XX-2XXX

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

Verify Email

Email test333@gmail.com Change

OTP Enter OTP

Verify Get OTP

Upload a passport-sized photograph of the applicant.

### ORDER STATUS

- 📄 Certificate ✔
- 🔍 eKyc ✔
- 📄 Pan Verification ✔
- 📷 Photo 🕒
- 📱 Mobile Verification ✔
- ✉️ Email Verification ✔
- 📄 Documents 🕒
- 📹 Video 🕒
- 📄 Application Form\* 🕒
- ⏸️ Verification (Level -1) 🕒
- ⏸️ Verification (Level -2) 🕒
- 💰 Payment 🕒
- ✍️ eSign 🕒
- 📄 Download 🕒

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

[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 X 150px).

Photo resize tool [Click Here](#)

Upload the required documents

### ORDER STATUS

- 📄 Certificate ✔
- 🔍 eKyc ✔
- 📄 Pan Verification ✔
- 📷 Photo ✔
- 📱 Mobile Verification ✔
- ✉️ Email Verification ✔
- 📄 Documents 🕒
- 📹 Video 🕒
- 📄 Application Form\* 🕒
- ⏸️ Verification (Level -1) 🕒
- ⏸️ Verification (Level -2) 🕒
- 💰 Payment 🕒
- ✍️ eSign 🕒
- 📄 Download 🕒

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

[Show Certificate and ekyc Details Expand](#)

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

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

**Important Notes:**

1. It is mandatory to display original documents along with IEC Certificate during video recording
2. If the document has personal information on both sides, please scan both sides and upload it as single PDF.
3. The address should be same as branch code, which is given in the IEC certificate. (State, Pin code and City)
4. The Organization name should be matched with the IEC certificate.
5. Copy of List of Directors, CA shall cross verify each details to MCA website.

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 26, 2024 11:53 AM

Show Certificate and ekyc Details Expand

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.

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

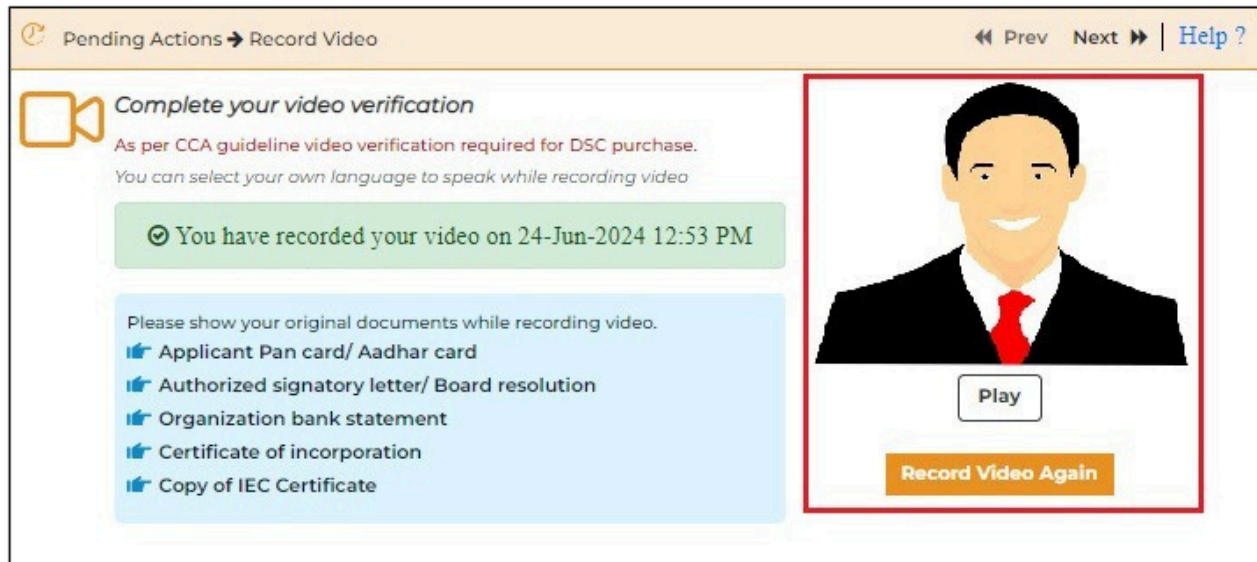
English Hindi

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

Video Uploaded Successfully

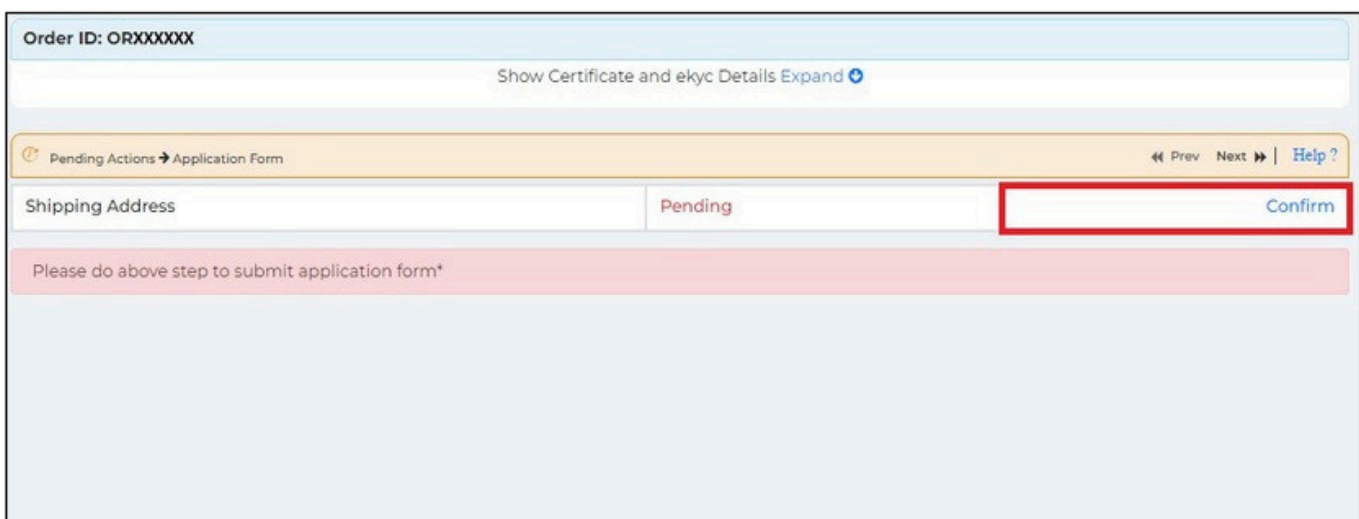
Continue to Enrollment process

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.



The screenshot shows a web interface for video verification. At the top, it says "Pending Actions → Record Video" with navigation buttons for "Prev", "Next", and "Help?". The main heading is "Complete your video verification" with a video camera icon. Below this, it states "As per CCA guideline video verification required for DSC purchase. You can select your own language to speak while recording video". A green notification box says "✔ You have recorded your video on 24-Jun-2024 12:53 PM". A blue box lists documents to show: "Applicant Pan card/ Aadhar card", "Authorized signatory letter/ Board resolution", "Organization bank statement", "Certificate of incorporation", and "Copy of IEC Certificate". On the right, there is a placeholder image of a man in a suit with a "Play" button and a "Record Video Again" button.

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.

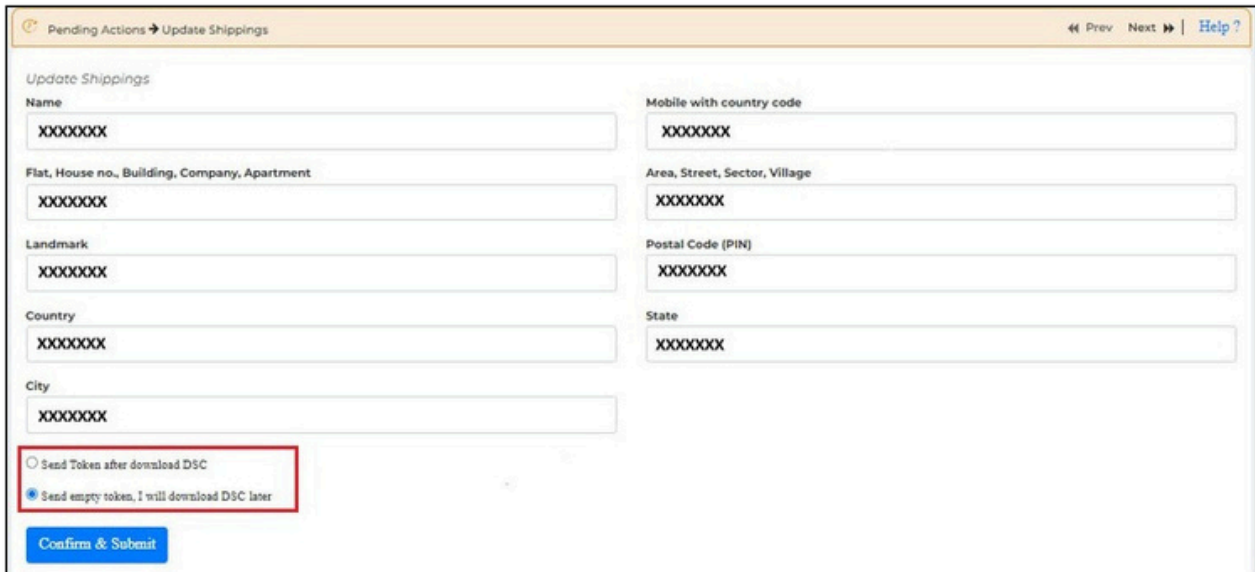


The screenshot shows the "Application Form" step. At the top, it displays "Order ID: ORXXXXXX" and a "Show Certificate and ekyc Details Expand" button. Below this, it says "Pending Actions → Application Form" with navigation buttons for "Prev", "Next", and "Help?". The main content area has a table with two columns: "Shipping Address" and "Pending". The "Confirm" button is highlighted with a red box. A pink message bar at the bottom says "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.



**Update Shippings**

Name: XXXXXXXX

Mobile with country code: XXXXXXXX

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

Area, Street, Sector, Village: XXXXXXXX

Landmark: XXXXXXXX

Postal Code (PIN): XXXXXXXX

Country: XXXXXXXX

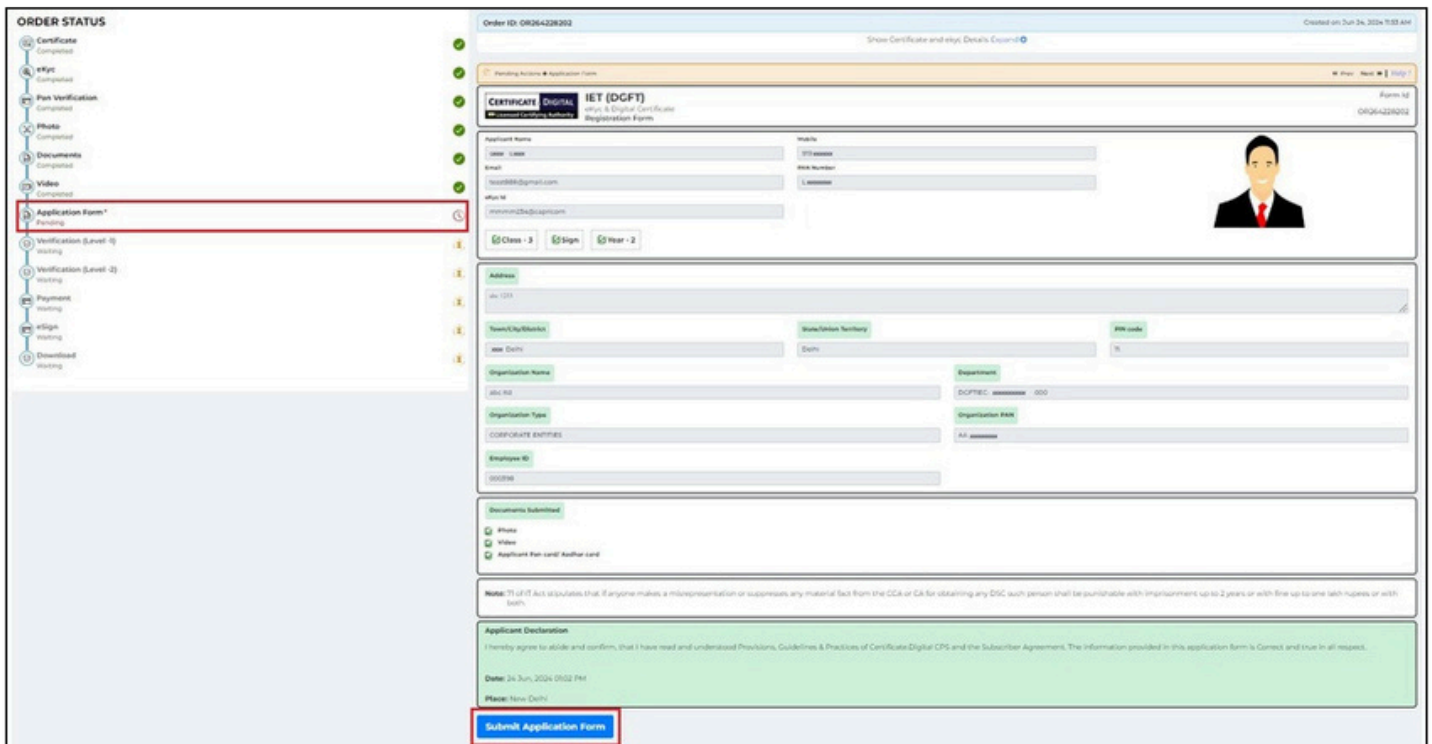
State: XXXXXXXX

City: 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
- eKYC 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

**CERTIFICATE Digital IET (DGFT)**

Applicant Name: [Name], [Address], [City], [State], [PIN code]

Address: [Address], [City], [State], [PIN code]

Organization Name: [Name], [Address], [City], [State], [PIN code]

Organization Type: CORPORATE ENTITIES

Employee ID: [ID]

Documents Submitted: Photo, Video, Applicant Pen card/ Another card

**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
GST (18%)	₹ XXX
<b>Payable Amount</b>	<b>₹ XXXX</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!



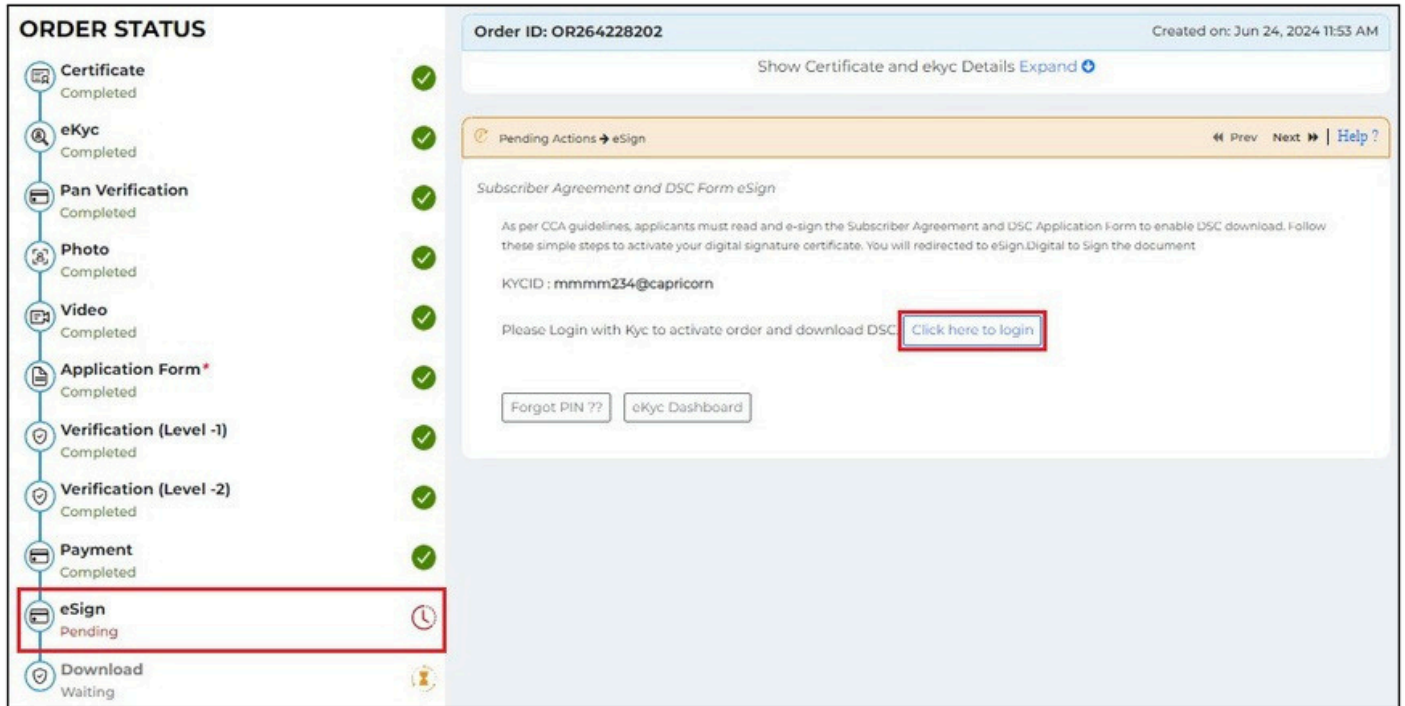
### Transaction Details

Order ID	OR264228202
Transaction ID	3ca9XXXXXXXXXXXXXXXXXX7b7
Payment Status	success
Amount	₹ XXXX /-
Name	XXXXXXXX
Mobile	919XXXXXXXX
Email	tesst\$\$\$@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: OR264228202 Created on: Jun 24, 2024 11:53 AM

Show Certificate and ekyc Details Expand

Pending Actions → eSign

Subscriber Agreement and DSC Form eSign

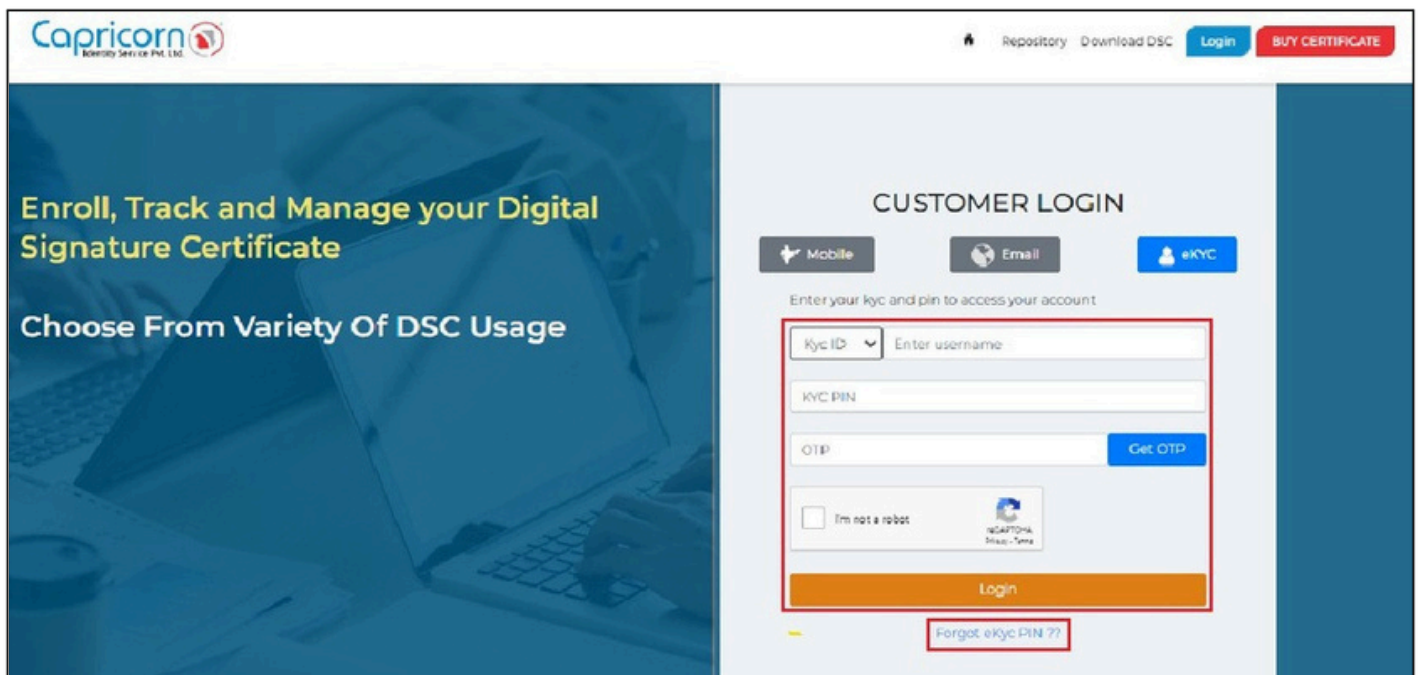
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will be redirected to eSign.Digital to sign the document.

KYCID : mmmm234@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

KYC PIN

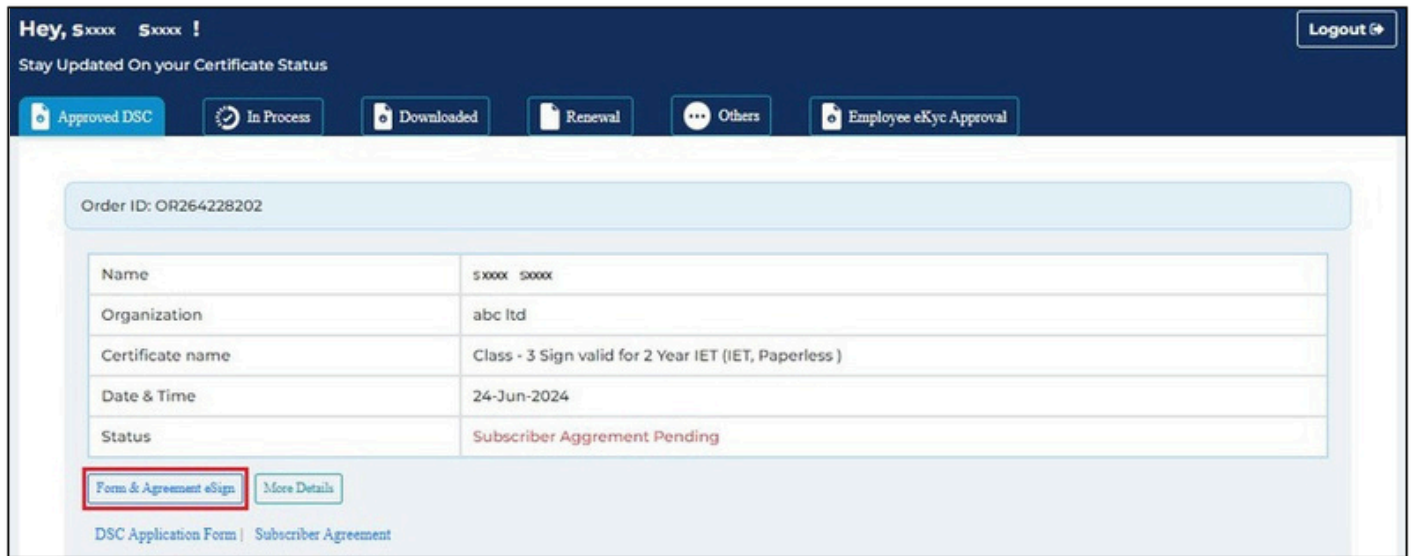
OTP [Get OTP](#)

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.



Hey, SXXXX SXXXX ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others Employee eKyc Approval

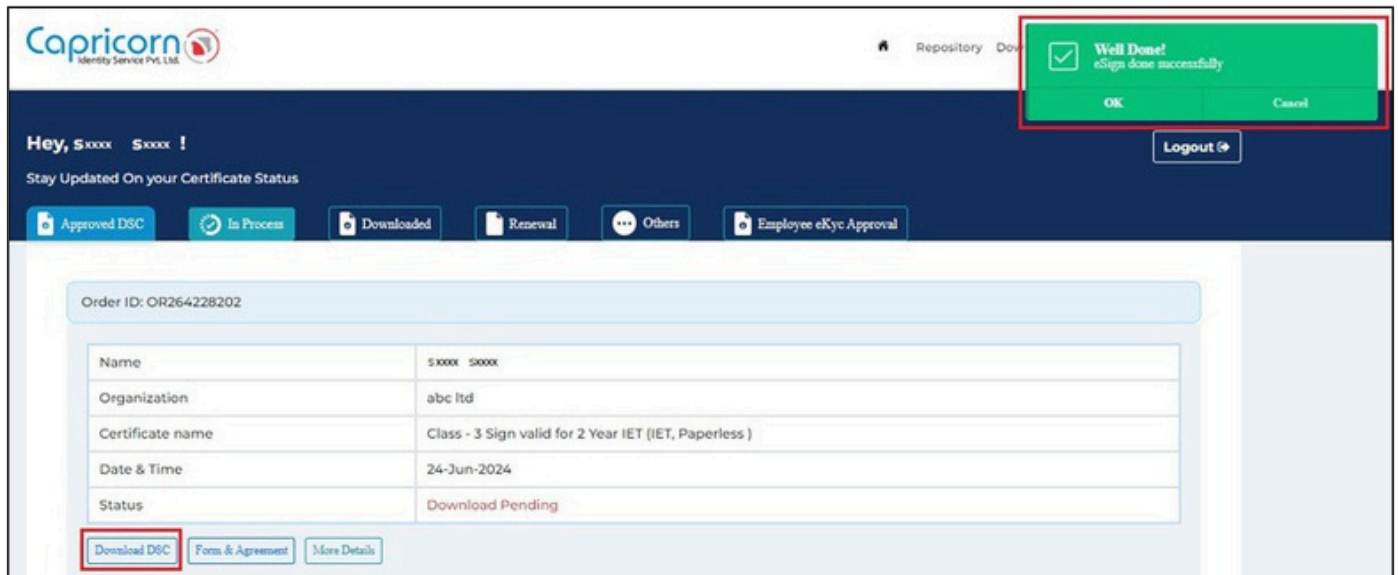
Order ID: OR264228202

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.



Capricorn Identity Service Pvt. Ltd. Repository Download

Hey, SXXXX SXXXX ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others Employee eKyc Approval

Well Done! eSign done successfully OK Cancel

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

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 (E.T, Paperless)
Date & Time	24-Jun-2024
Status	Download Pending

 Download your DSC Now

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

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