

# INDIVIDUAL

## PAN BASED DSC PROCEDURE

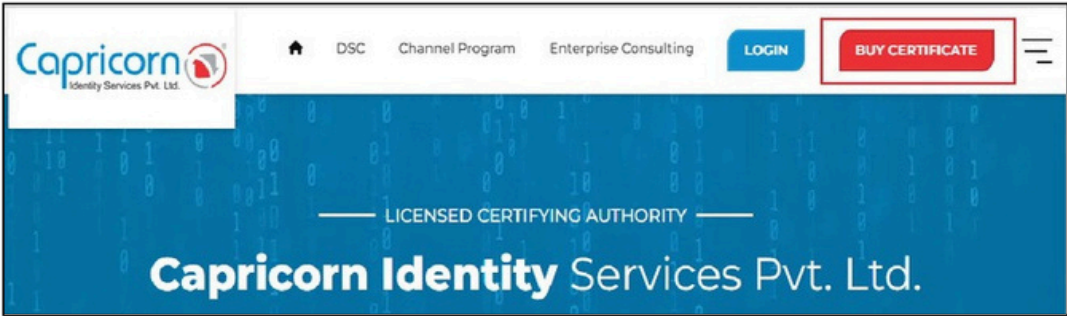
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# INDIVIDUAL - PAN BASED DSC PROCEDURE

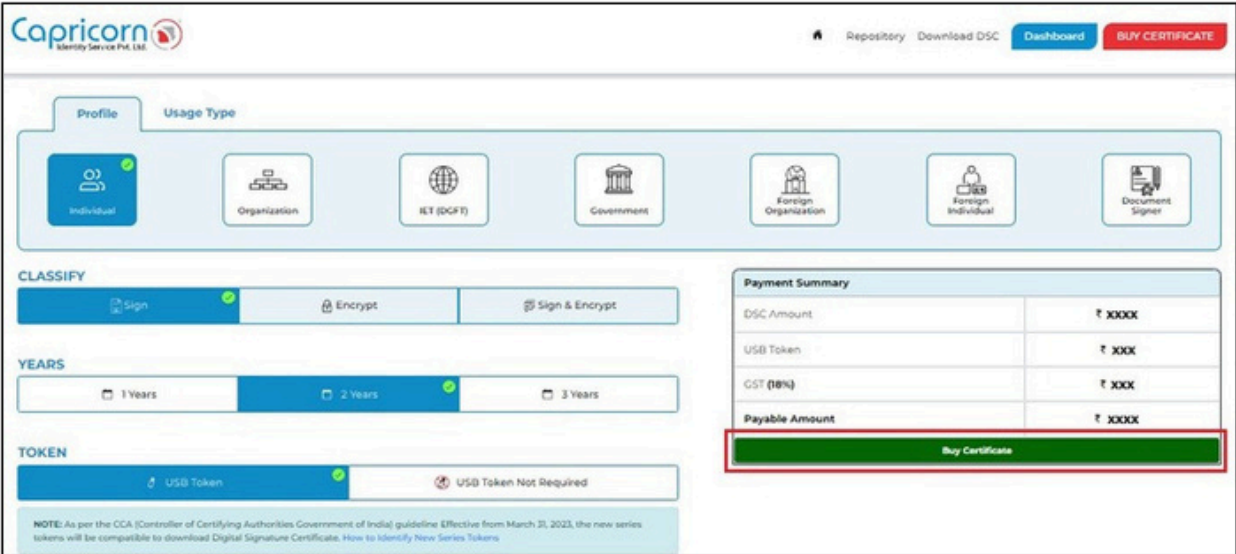
**MINIMUM REQUIREMENTS TO PROCESS PAN Based DSC:**

1. A scanned copy of the PAN card is required
2. A scanned copy of Address Proof is required.
3. Passport-size Photo of the applicant in JPG / PNGformat.
4. The applicant must show the original PAN cardand address proof in video verification.
5. Themobilenumbermustberegistered inthenameoftheeKYCaplicantandverifiedbyCA throughtheservicesprovidedbyTelecom companies.

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



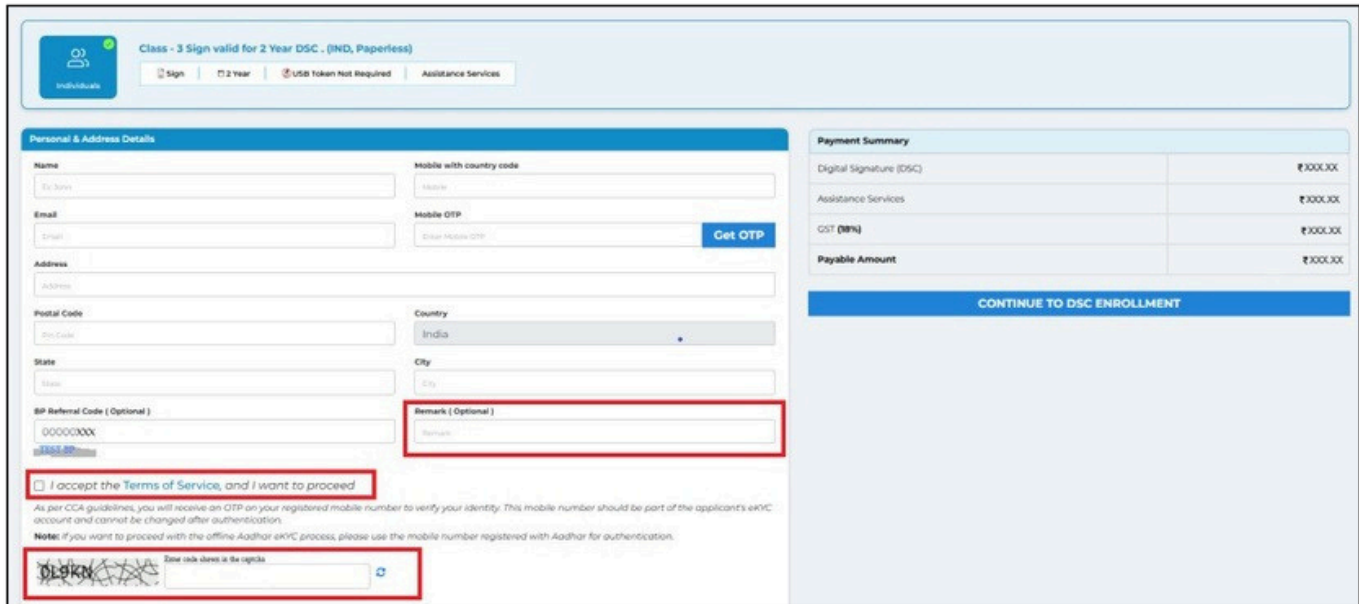
Choose the type of DSC you want from the product selection options. After selecting the **Individual DSC** type, click the '**Buy Certificate**' tab. If you want TOKEN with your DSC, you need to choose **TOKEN**, else, you can select **USB TOKEN NOT REQUIRED**.



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](#)

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.



**Class - 3 Sign valid for 2 Year DSC - (IND, Paperless)**

Sign | 2 Year | USB Token Not Required | Assistance Services

**Personal & Address Details**

Name:  Mobile with country code:

Email:  Mobile OTP:  **Get OTP**

Address:

Postal Code:  Country: India

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 Aadhaar eKYC process, please use the mobile number registered with Aadhaar for authentication.

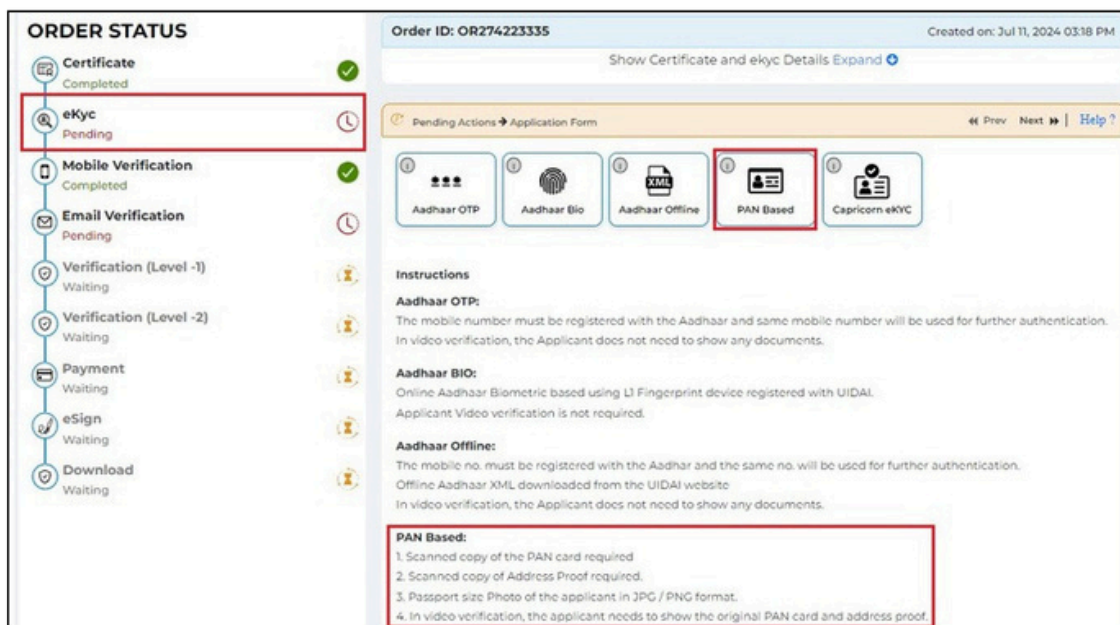
Enter code shown in the captcha:

**Payment Summary**

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

**CONTINUE TO DSC ENROLLMENT**

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



**ORDER STATUS**

Order ID: OR274223335 Created on: Jul 11, 2024 03:18 PM

Show Certificate and ekyc Details Expand

Pending Actions → Application Form

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

Aadhaar OTP  
 Aadhaar Bio  
 Aadhaar Offline  
 **PAN Based**  
 Capricorn eKYC

**Instructions**

**Aadhaar OTP:**  
The mobile number must be registered with the Aadhaar and same mobile number will be used for further authentication. In video verification, the Applicant does not need to show any documents.

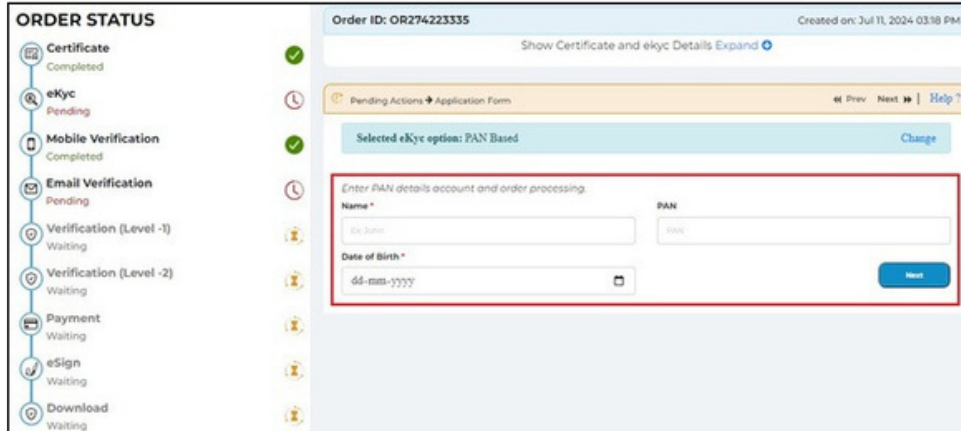
**Aadhaar BIO:**  
Online Aadhaar Biometric based using LI Fingerprint device registered with UIDAI. Applicant Video verification is not required.

**Aadhaar Offline:**  
The mobile no. must be registered with the Aadhaar and the same no. will be used for further authentication. Offline Aadhaar XML downloaded from the UIDAI website. In video verification, the Applicant does not need to show any documents.

**PAN Based:**

- Scanned copy of the PAN card required
- Scanned copy of Address Proof required.
- Passport size Photo of the applicant in JPG / PNG format.
- In video verification, the applicant needs to show the original PAN card and address proof.

Enter your name, date of birth, and PAN number as per your PAN card, and click **'Next'** to continue.



**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: OR274223335 Created on: Jul 11, 2024 03:38 PM

Showing Certificate and ekyc Details Expand

Pending Actions → Application Form

Selected eKyc option: PAN Based

Enter PAN details account and order processing.

Name \* PAN

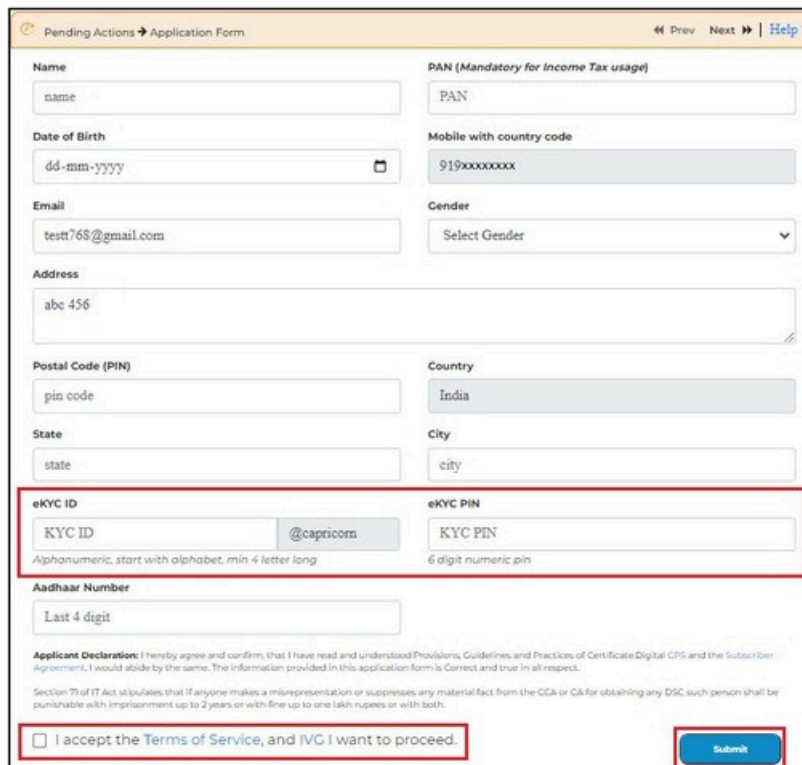
Date of Birth \* dd-mm-yyyy

Next

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

Name PAN (Mandatory for Income Tax usage)

Date of Birth Mobile with country code

Email Gender

Address

Postal Code (PIN) Country

State City

eKYC ID eKYC PIN

Alphanumeric, start with alphabet, min 4 letter long 6 digit numeric pin

Aadhaar Number

Last 4 digit

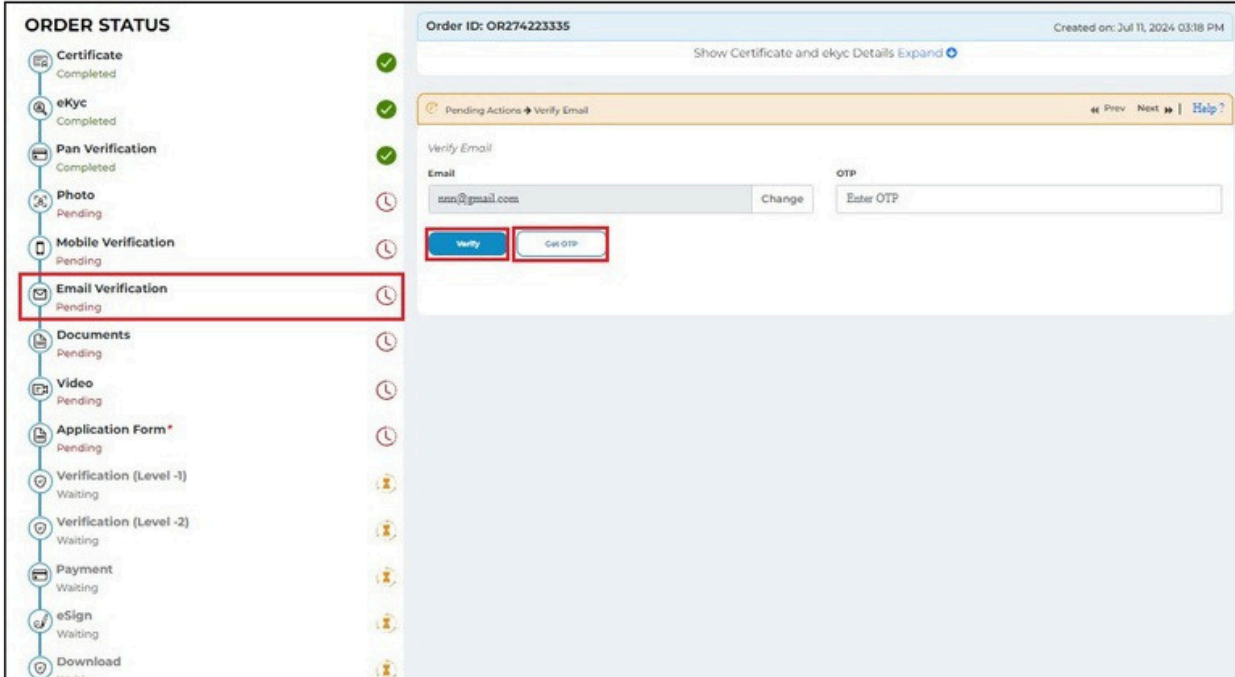
Applicant Declaration: I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate Digital CPS and the Subscriber Agreement, I would abide by the same. The information provided in this application form is correct and true in all respect.

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.

Submit

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 Pending ⌚
- 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: OR274223335 Created on: Jul 11, 2024 03:18 PM

Show Certificate and ekyc Details Expand

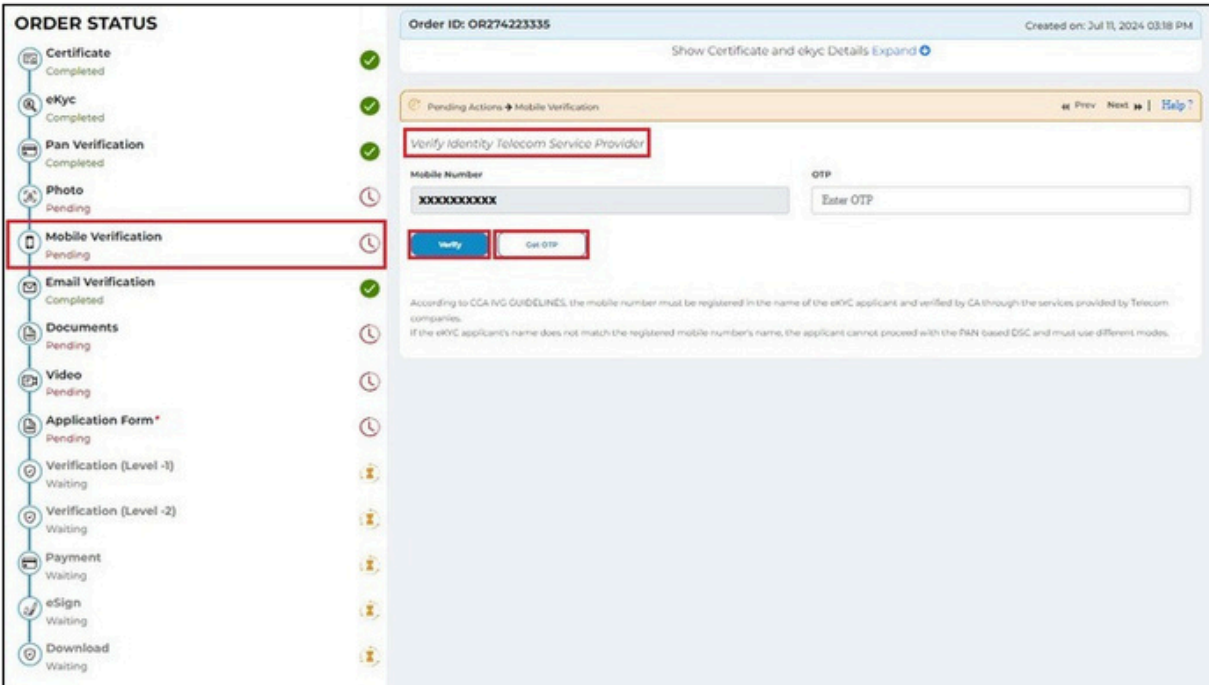
Pending Actions → Verify Email

Verify Email

Email:  Change

OTP:

**NOTE:** - According to **CCA IVG GUIDELINES**, the mobile number must be registered in the name of the eKYC applicant and verified by CA through the services provided by Telecom companies. If the eKYC applicant's name does not match the registered mobile number's name, the applicant cannot proceed with the **PAN-based DSC** and must use different modes. You need to do **'Telecom Service Provider'** verification in Pan-based DSC processing.



**ORDER STATUS**

- Certificate Completed ✓
- eKyc Completed ✓
- Pan Verification Completed ✓
- Photo Pending ⌚
- Mobile Verification Pending ⌚**
- 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: OR274223335 Created on: Jul 11, 2024 03:18 PM

Show Certificate and ekyc Details Expand

Pending Actions → Mobile Verification

**Verify Identity Telecom Service Provider**

Mobile Number:

OTP:

According to CCA IVG GUIDELINES, the mobile number must be registered in the name of the eKYC applicant and verified by CA through the services provided by Telecom companies. If the eKYC applicant's name does not match the registered mobile number's name, the applicant cannot proceed with the PAN based DSC and must use different modes.

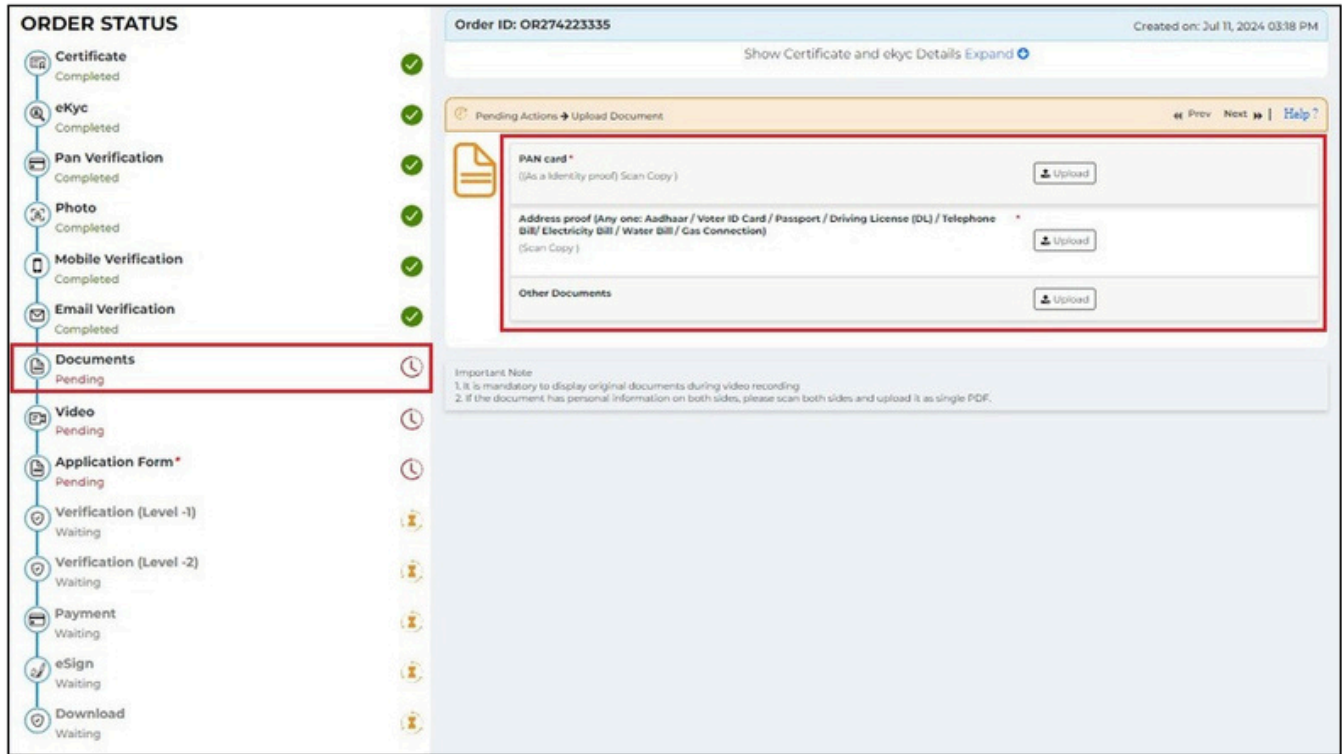
After the **'Telecom Service Provider'** Verification, it will be displayed on your screen.

Order ID: OR274223335		Created on: Jul 11, 2024 03:18 PM
<b>Applicant Details</b>		
Certificate	Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)	
Applicant Name	XXXX XXXXX	
Email	XXX@gmail.com ✓	
Mobile	XXXXXXXXXX ✓ Name in Telecom : XXXX XXXXX	
PAN	XXXXXXXXXX ✓	

Upload a passport-sized photograph of the applicant.

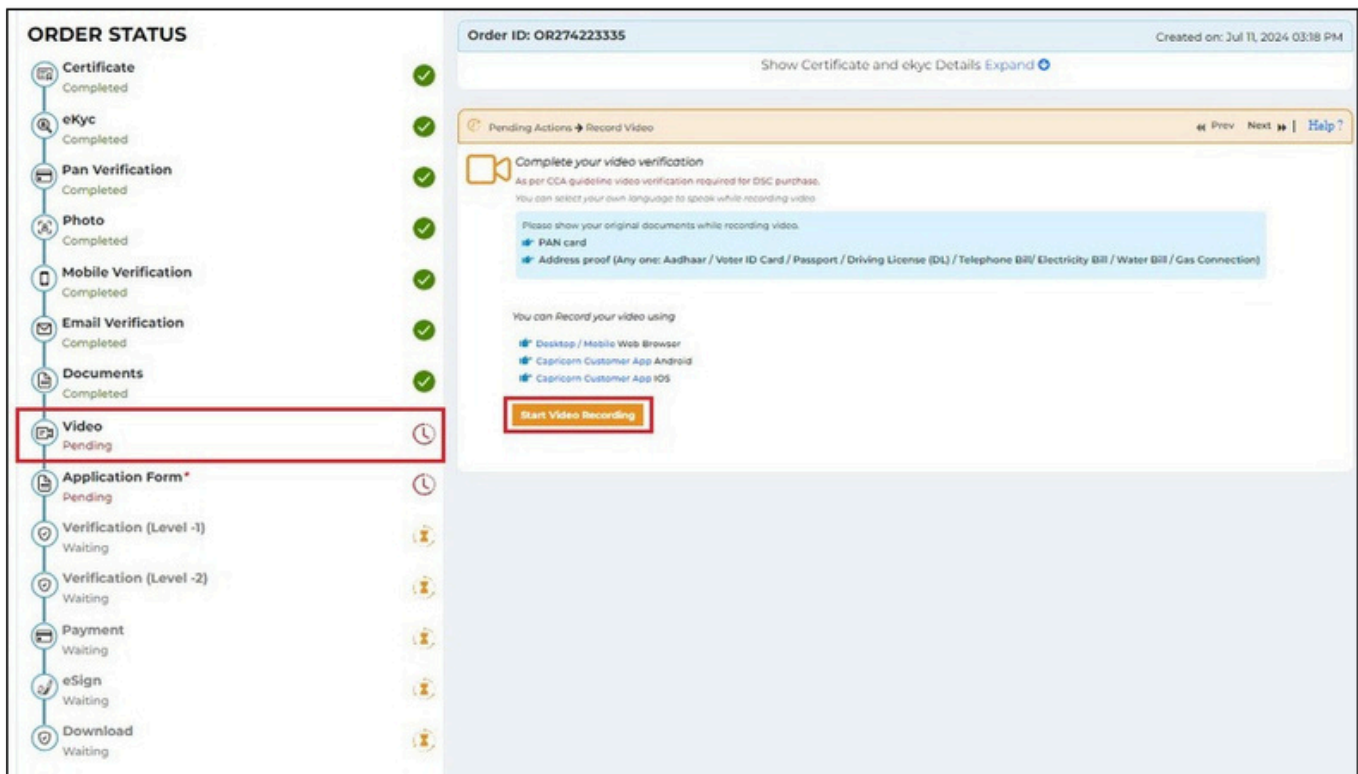
ORDER STATUS		Order ID: OR274223335	Created on: Jul 11, 2024 03:18 PM
Certificate	Completed	Show Certificate and ekyc Details Expand	
eKyc	Completed	Pending Actions → Upload Photo	
Pan Verification	Completed	Upload Your Photo Now <input type="button" value="Upload applicant photo"/>	
Photo	Pending	Passport size Photo of the applicant in JPG / PNG/ JPEG Format upto 30KB allowed (200px X 150px). Photo resize tool <a href="#">Click Here</a>	
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		

Upload the required documents.



The screenshot shows the 'ORDER STATUS' page for Order ID: OR274223335, created on Jul 11, 2024 03:38 PM. The left sidebar lists various steps: 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), and Download (Waiting). The 'Documents' step is highlighted with a red box. The main content area shows 'Pending Actions -> Upload Document' with a red box around the upload section. This section includes three items: 'PAN card\*' (As a Identity proof) Scan Copy with an 'Upload' button, 'Address proof (Any one: Aadhaar / Voter ID Card / Passport / Driving License (DL) / Telephone Bill/ Electricity Bill/ Water Bill/ Gas Connection) (Scan Copy)' with an 'Upload' button, and 'Other Documents' with an 'Upload' button. Below this, an 'Important Note' states: '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.



The screenshot shows the 'ORDER STATUS' page for Order ID: OR274223335, created on Jul 11, 2024 03:38 PM. The left sidebar lists various steps: 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), and Download (Waiting). The 'Video' step is highlighted with a red box. The main content area shows 'Pending Actions -> Record Video' with a red box around the recording section. This section includes a video camera icon and the text '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.' Below this, a blue box says 'Please show your original documents while recording video.' and lists 'PAN card' and 'Address proof (Any one: Aadhaar / Voter ID Card / Passport / Driving License (DL) / Telephone Bill/ Electricity Bill/ Water Bill/ Gas Connection)'. Underneath, it says 'You can Record your video using' and lists 'Desktop / Mobile Web Browser', 'Capricorn Customer App Android', and 'Capricorn Customer App IOS'. A red box highlights the 'Start Video Recording' button.

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 OR274223335

Please show your original documents while recording video.

- ☑ PAN card
- ☑ Address proof (Any one: Aadhaar / Voter ID Card / Passport / Driving License (DL) / Telephone Bill / Electricity Bill / Water Bill / Gas Connection)

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

English Hindi

I, xxxxx xxxxx with video code 510 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'** button and then clicking on **'Submit'** to complete the video recording confirmation.

### Record Video for DSC Order Id OR274223335

Please show your original documents while recording video.

- ☑ PAN card
- ☑ Address proof (Any one: Aadhaar / Voter ID Card / Passport / Driving License (DL) / Telephone Bill / Electricity Bill / Water Bill / Gas Connection)

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

English Hindi

I, xxxxx xxxxx with video code 510 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 OR274223335**

Please show your original documents while recording video.

- 📄 PAN card
- 📄 Address proof (Any one: Aadhaar / Voter ID Card / Passport / Driving License (DL) / Telephone Bill/ Electricity Bill / Water Bill / Gas Connection)

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

English Hindi


I,XXXXX XXXXX with video code S10 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 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 11-Jul-2024  
04:43 PM

Please show your original documents while recording video.

- 📄 PAN card
- 📄 Address proof (Any one: Aadhaar / Voter ID Card / Passport / Driving License (DL) / Telephone Bill/ Electricity Bill / Water Bill / Gas Connection)

You can Record your video using

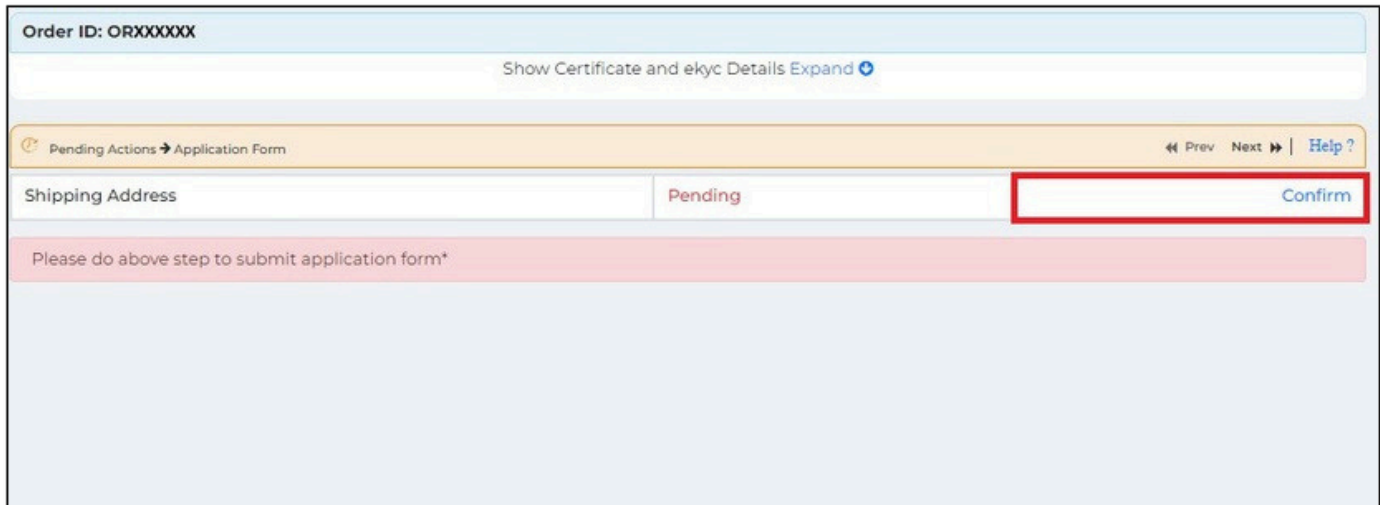
- 📄 Desktop / Mobile Web Browser
- 📄 Capricorn Customer App Android
- 📄 Capricorn Customer App IOS



Play

[Record Video Again](#)

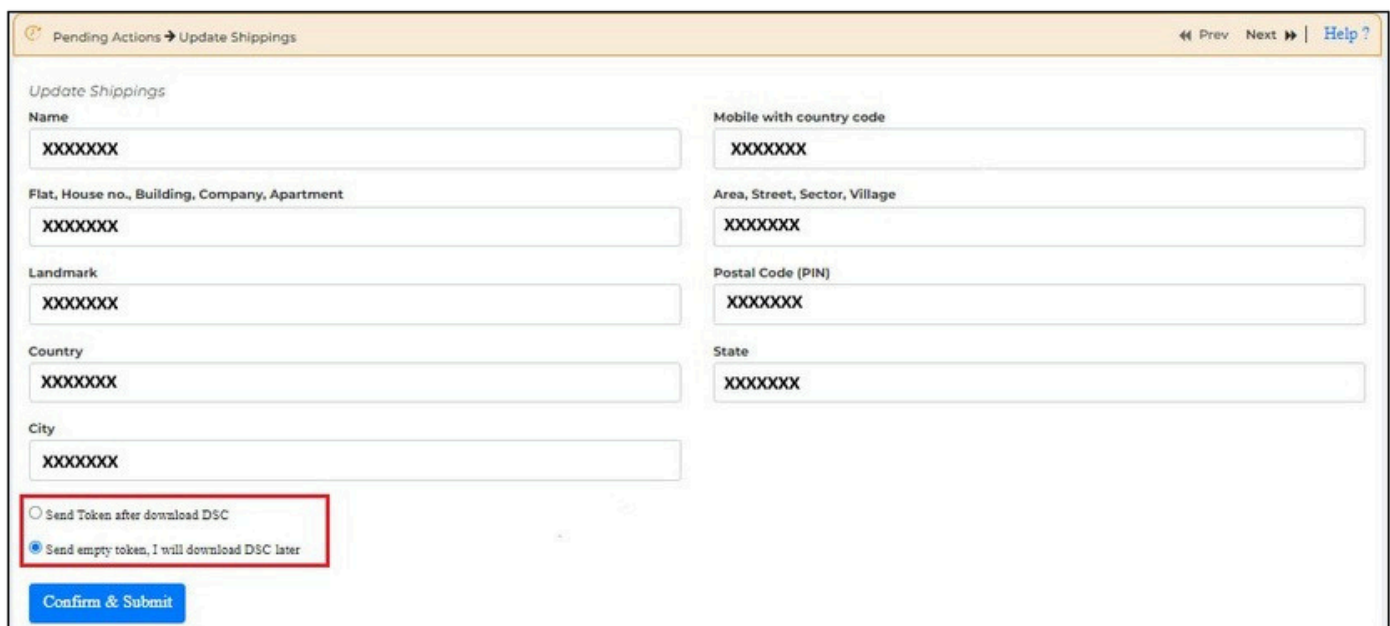
After completing the above verification, if you had opted for **TOKEN REQUIRED** at the time of product selection, then you have to confirm your delivery address for token delivery.



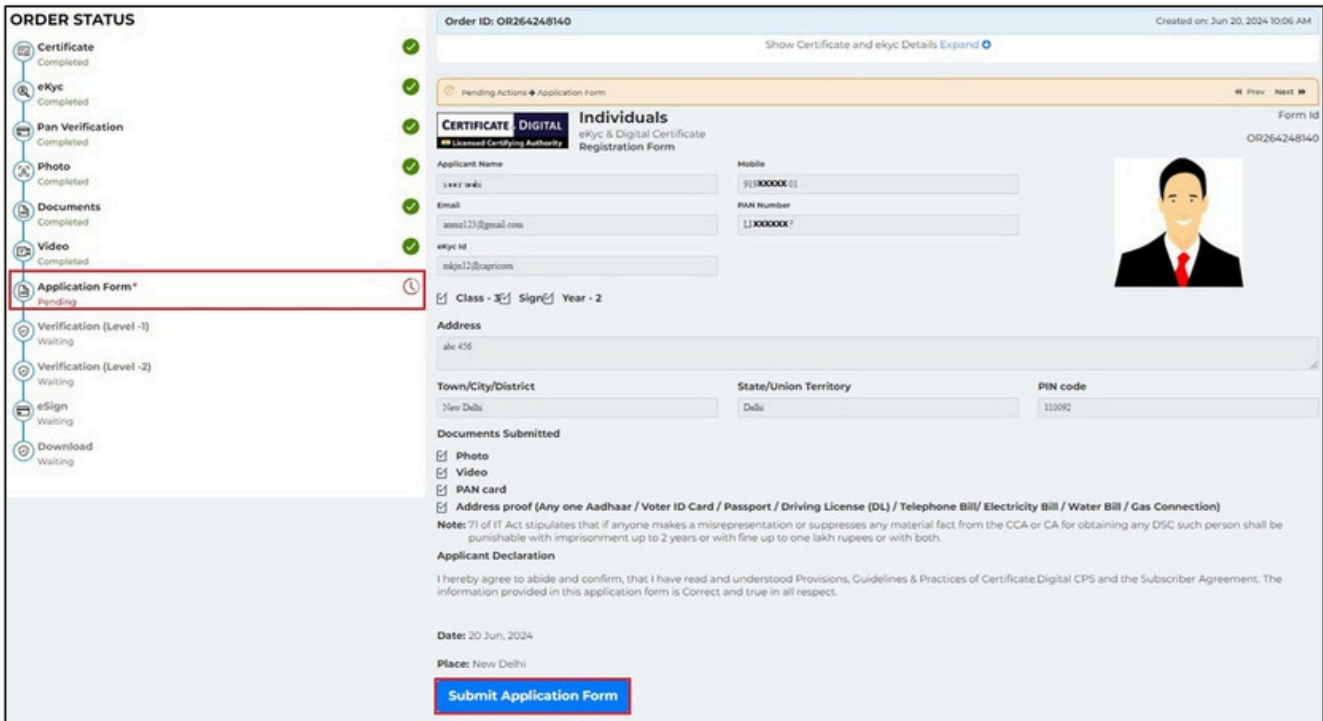
Along with the delivery address, you can choose options:

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

Then, click the **'Confirm and submit'** button.



After completing the above verification, you will need to submit the **'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
- eSign Waiting
- Download Waiting

Order ID: OR264248140 Created on: Jun 20, 2024 10:06 AM

Showing Certificate and ekyc Details Expand

Pending Actions → Application Form

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

Applicant Name: [Name] Mobile: 91XXXXXXXXXX  
 Email: [Email] PAN Number: XXXXXXXX  
 eKyc ID: [ID]

Class - Sign Year - 2

Address: [Address]

Town/City/District: [City] State/Union Territory: [State] PIN code: [PIN]

Documents Submitted: Photo, Video, PAN card

Address proof (Any one Aadhaar / Voter ID Card / Passport / Driving License (DL) / Telephone Bill/ Electricity Bill / Water Bill / Gas Connection)

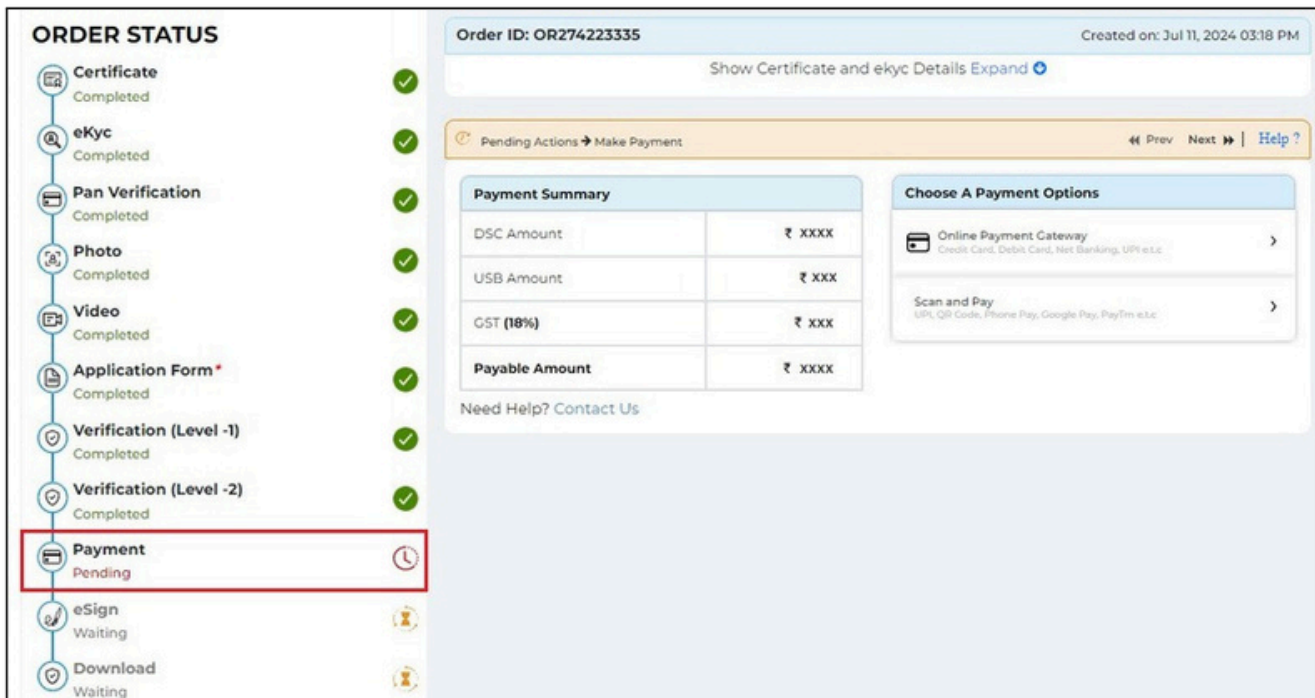
Note: IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

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

Date: 20 Jun, 2024 Place: New Delhi

**Submit Application Form**

After you submit the application form, your order will be sent to **Capricorn CA** for verification. Once verified, you'll need to finalize the payment. Be sure to complete this step to process 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: OR274223335 Created on: Jul 11, 2024 03:18 PM

Showing Certificate and ekyc Details Expand

Pending Actions → Make Payment

**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 etc.
- Scan and Pay: UPI, QR Code, Phone Pay, Google Pay, Paytm etc.

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

## Payment Successful!



Order ID	OR274223335
Transaction ID	395e0cflf478c730f0dccb37d
Payment Status	success
Amount	₹ XXXX /-
Name	XXXXX XXXX
Mobile	XXXXXXXXXX
Email	xxxx@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: OR274223335 Created on: Jul 11, 2024 03:18 PM

Show Certificate and ekyc Details Expand

Pending Actions → eSign

Subscriber Agreement and DSC Form eSign

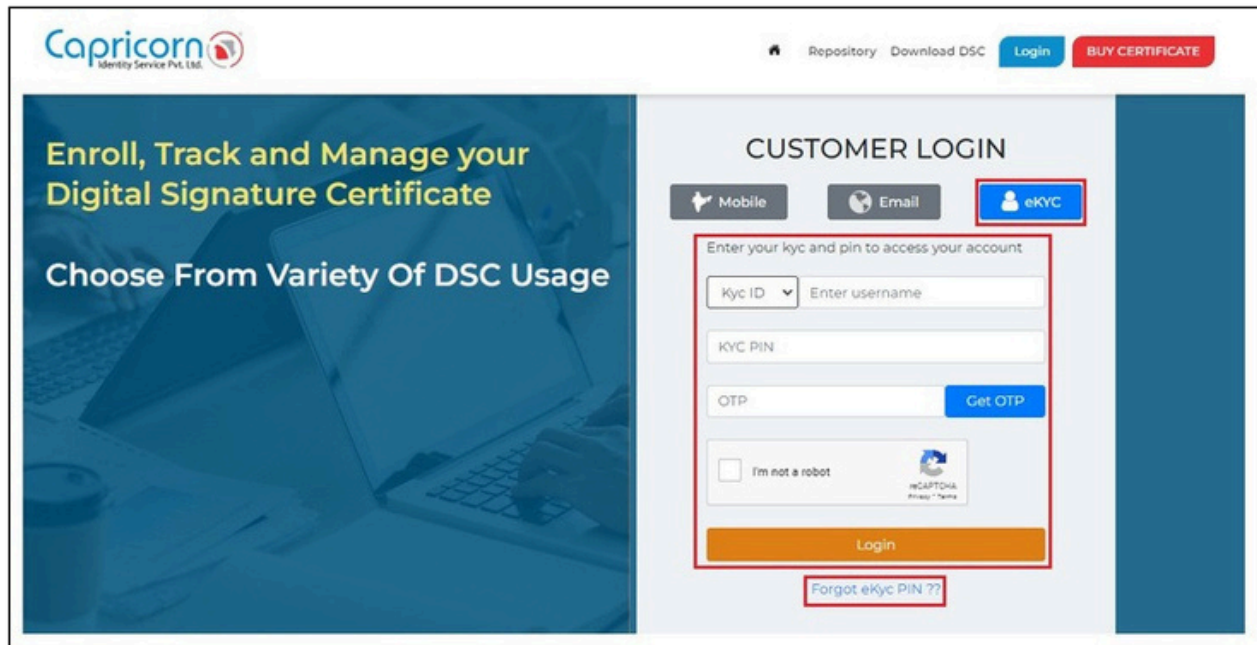
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will be redirected to eSign, Digital to Sign the document.

KYCID : tjh98@capricorn

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

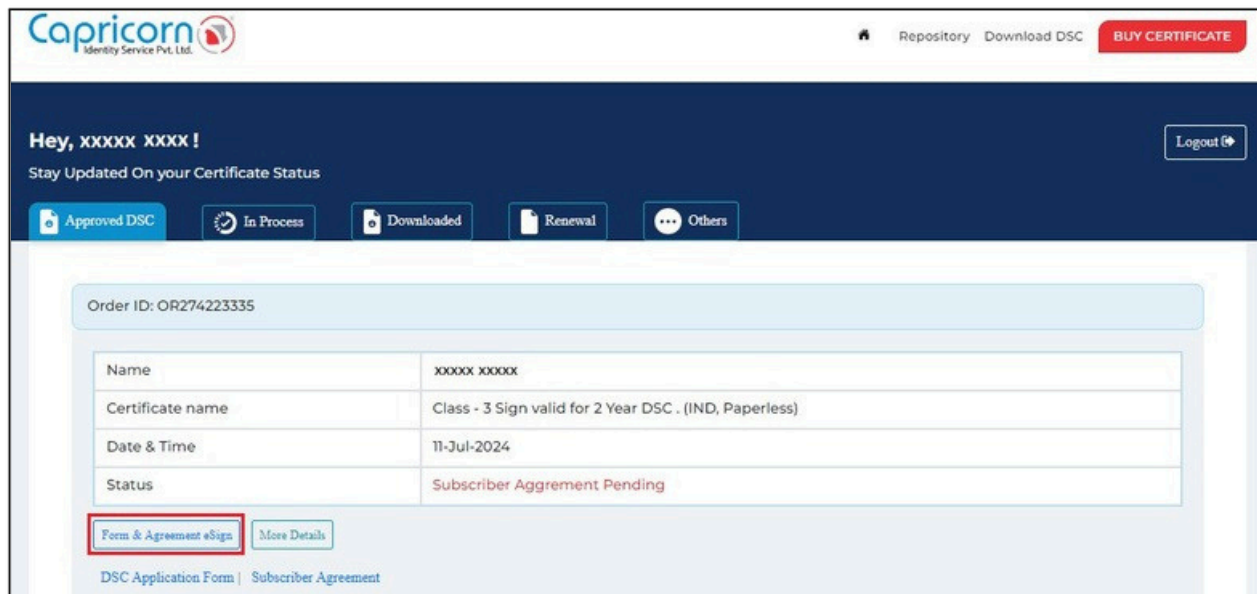
[Forgot PIN ??](#) [eKyc Dashboard](#)

Now, you will need to log in using your **eKYC credentials**.



The screenshot shows the Capricorn Identity Service Pvt. Ltd. website. The header includes the logo and navigation links: Repository, Download DSC, Login, and BUY CERTIFICATE. The main content area is split into two sections. On the left, a blue banner reads: "Enroll, Track and Manage your Digital Signature Certificate" and "Choose From Variety Of DSC Usage". On the right, the "CUSTOMER LOGIN" section features three tabs: Mobile, Email, and eKYC (highlighted with a red box). Below the tabs is a form titled "Enter your kyc and pin to access your account" with fields for Kyc ID (dropdown), Enter username, KYC PIN, and OTP. A "Get OTP" button is next to the OTP field. There is a checkbox for "I'm not a robot" and a reCAPTCHA widget. A "Login" button is at the bottom of the form, and a "Forgot eKyc PIN ???" link is below it.

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.

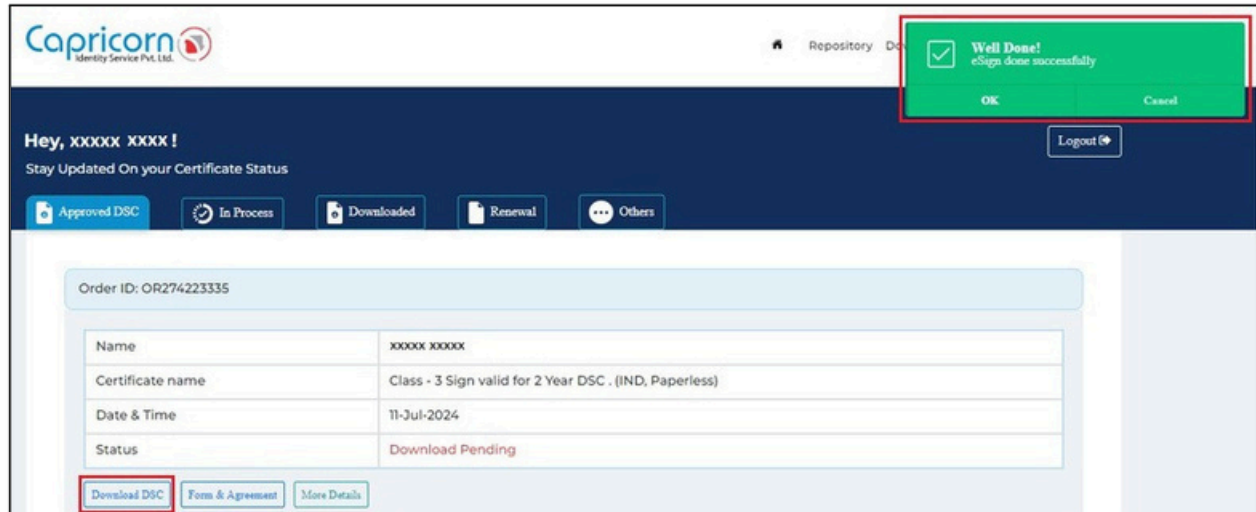


The screenshot shows the eKYC Dashboard. The header includes the logo and navigation links: Repository, Download DSC, and BUY CERTIFICATE. The main content area has a dark blue header with the text "Hey, xxxxx xxxx!" and a "Logout" button. Below this is a navigation bar with buttons for "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". The main content area displays an order summary for Order ID: OR274223335. The summary is presented in a table:

Name	xxxxx xxxxx
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)
Date & Time	11-Jul-2024
Status	Subscriber Aggrement Pending

Below the table are two buttons: "Form & Agreement eSign" (highlighted with a red box) and "More Details". At the bottom, there are links for "DSC Application Form" and "Subscriber Agreement".

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

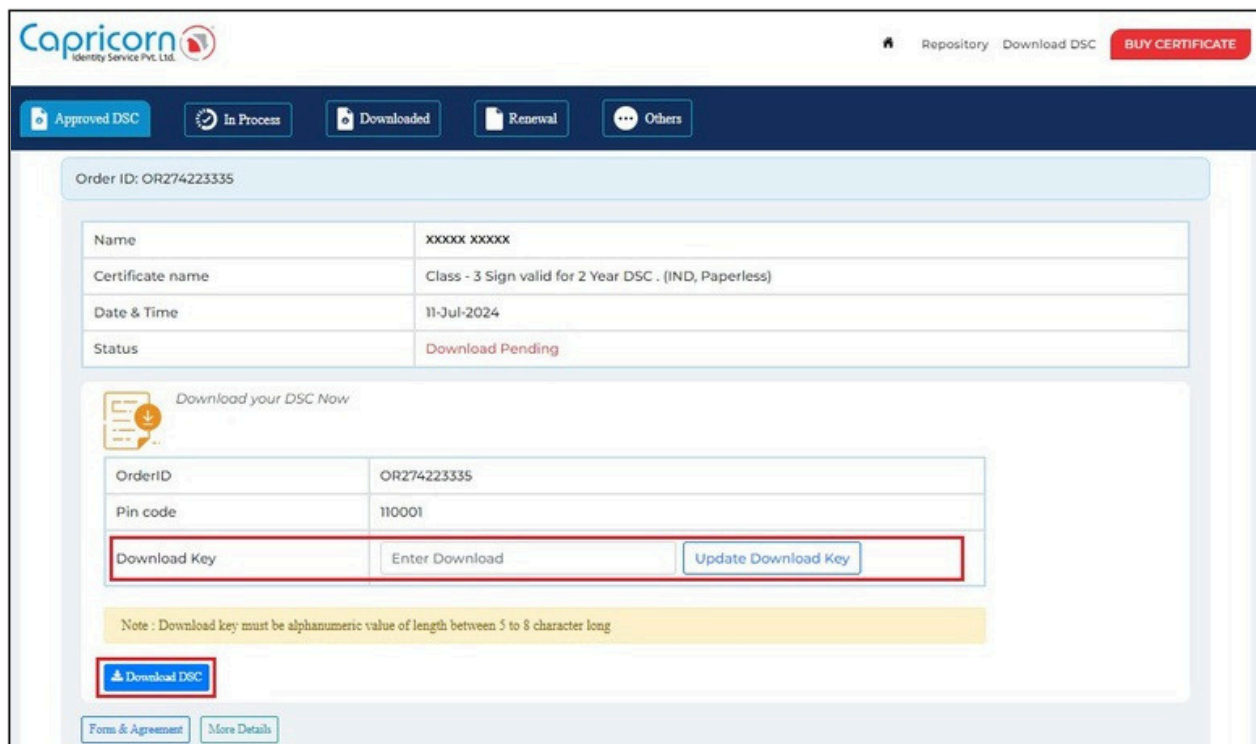


The screenshot shows the Capricorn Identity Service Pvt. Ltd. dashboard. A green notification box in the top right corner displays a checkmark and the text "Well Done! eSign done successfully" with "OK" and "Cancel" buttons. Below the notification, the user is greeted with "Hey, xxxxx xxxx!" and "Stay Updated On your Certificate Status". A navigation bar includes "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". The main content area shows "Order ID: OR274223335" and a table with the following details:

Name	xxxxx xxxxx
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)
Date & Time	11-Jul-2024
Status	Download Pending

At the bottom of the table, there are buttons for "Download DSC", "Form & Agreement", and "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. dashboard with the "Download DSC" section active. The "BUY CERTIFICATE" button is highlighted in red. The navigation bar includes "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". The main content area shows "Order ID: OR274223335" and a table with the following details:

Name	xxxxx xxxxx
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)
Date & Time	11-Jul-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	OR274223335
Pin code	110001
Download Key	Enter Download

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