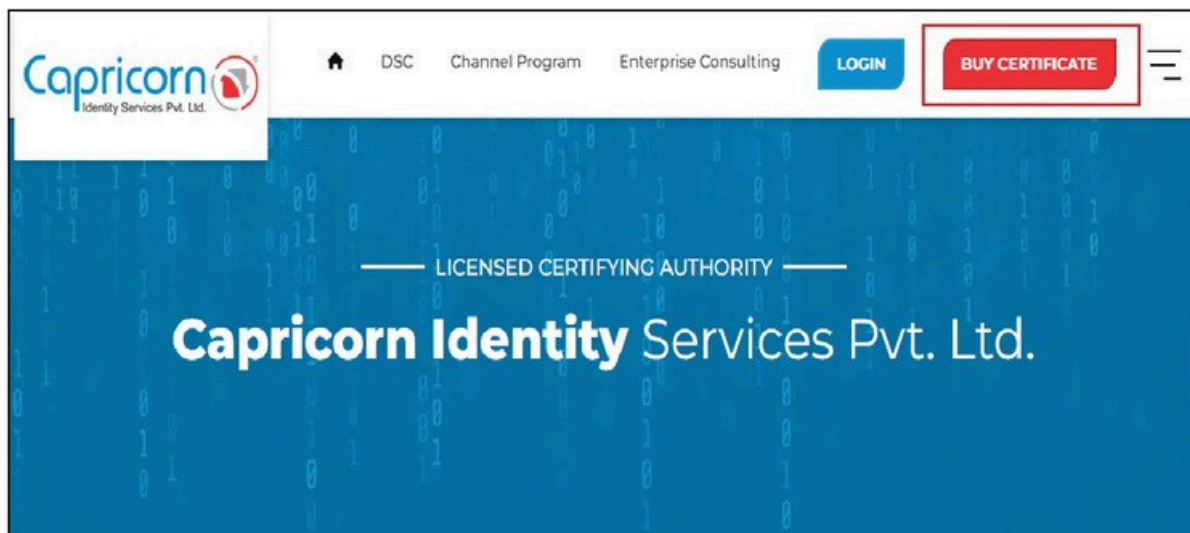


ORGANIZATION - BASED **DSC PROCEDURE**

11-Apr-2025
Version 1.1.1

ORGANIZATION-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 want to purchase from the product selection options. After selecting the **Organization DSC** type, click the 'Buy Certificate' tab. If you want a token with your DSC, you need to choose a token, else, you can select **USB Token not required**.

Usage Type

Individual **Organization** IET (DGFT) Government Foreign Organization Foreign Individual Document Signer

CLASSIFY

Sign **Encrypt** Sign & Encrypt

YEARS

1 Years **2 Years** 3 Years

TOKEN

USB Token USB Token Not Required

Payment Summary

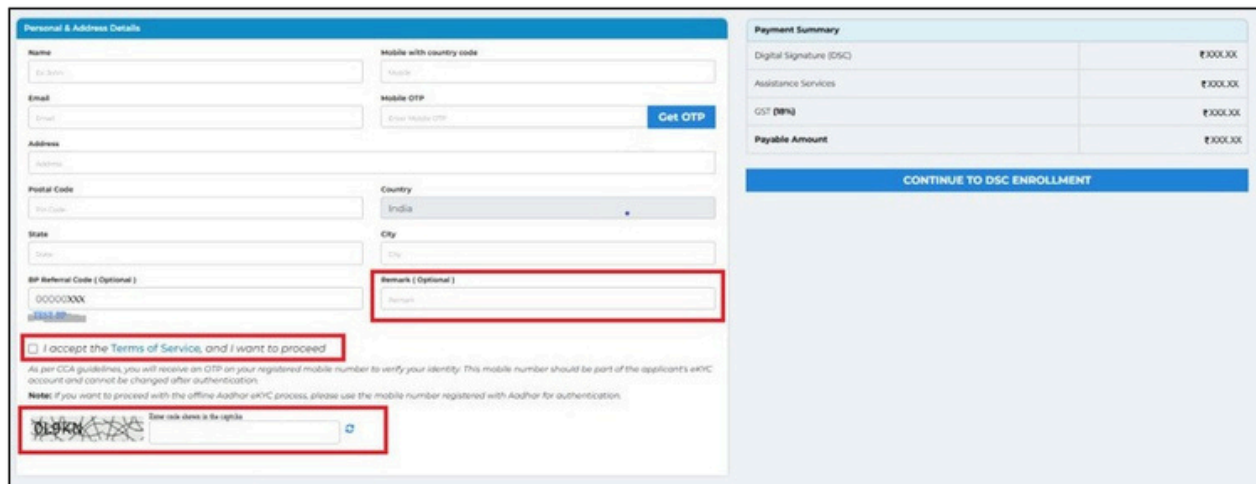
DSC Amount	₹ XXXX
USB Token	₹ XXX
GST (18%)	₹ XXX
Payable Amount	₹ XXXX

Buy Certificate

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

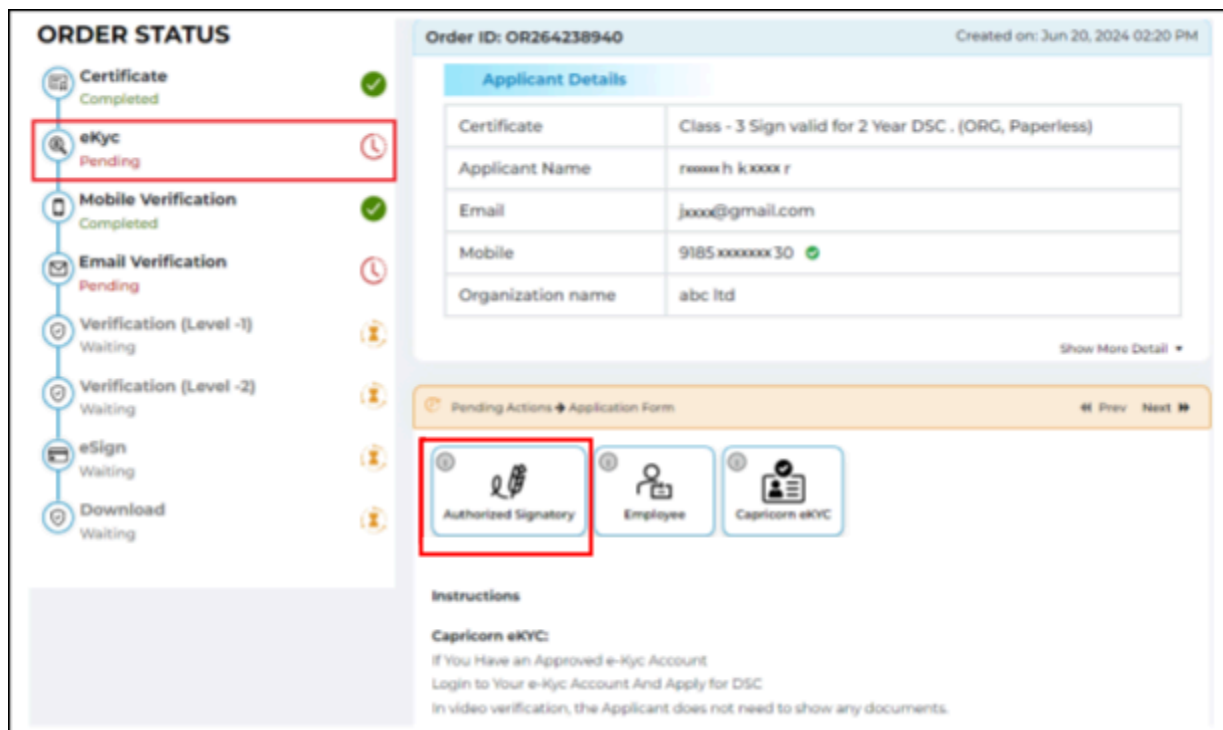
Fill in your Name, Email, Mobile Number, and Address. Click '**Get OTP**'. Enter the **OTP** received on your mobile. If you have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **remark** field related to the order (**It is optional**).

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



The screenshot shows a web form for DSC enrollment. On the left, there are fields for Name, Email, Address, Postal Code, State, BP Referral Code (Optional), and Remark (Optional). A 'Get OTP' button is next to the Mobile OTP field. Below these fields are checkboxes for 'I accept the Terms of Service, and I want to proceed' and a CAPTCHA. On the right, a 'Payment Summary' table lists Digital Signature (DSC), Assistance Services, GST (9%), and Payable Amount, all at ₹1000.00. A 'CONTINUE TO DSC ENROLLMENT' button is at the bottom right.

Go to eKYC and click the '**Authorized Signatory**' option to proceed with your DSC application.



The screenshot shows the 'ORDER STATUS' page. On the left, a progress bar indicates the status of various steps: Certificate (Completed), eKyc (Pending), Mobile Verification (Completed), Email Verification (Pending), Verification (Level -1) (Waiting), Verification (Level -2) (Waiting), eSign (Waiting), and Download (Waiting). The 'eKyc' step is highlighted with a red box. On the right, the 'Order ID: OR264238940' and 'Created on: Jun 20, 2024 02:20 PM' are shown. Below this is an 'Applicant Details' table with fields for Certificate, Applicant Name, Email, Mobile, and Organization name. At the bottom, there are three 'Pending Actions' buttons: 'Authorized Signatory' (highlighted with a red box), 'Employee', and 'Capricorn eKYC'. An 'Instructions' section for 'Capricorn eKYC' is also visible.

Please fill in the required details with your e-KYC ID & e-KYC 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 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 Forms Prev Next

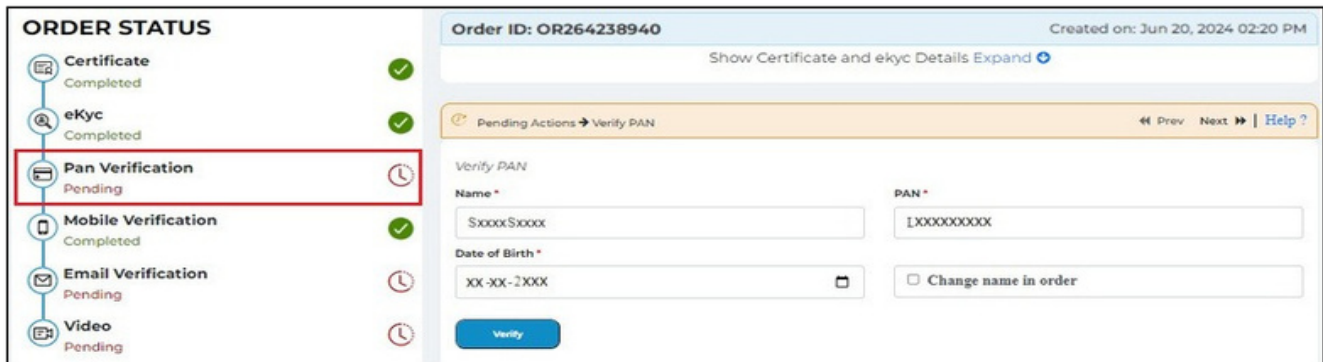
Name <input type="text" value="XXXXXXXXXX"/>	PAN (Mandatory for Income Tax usage) <input type="text" value="LXXXXXXXF"/>
Date of Birth <input type="text" value="15-08-1980"/>	Mobile with country code <input type="text" value="918586847230"/>
Email <input type="text" value="jhtb@gmail.com"/>	Gender <input type="text" value="Male"/>
Address <input type="text" value="asd 456"/>	
Postal Code (PIN) <input type="text" value="110001"/>	Country <input type="text" value="India"/>
State <input type="text" value="Delhi"/>	City <input type="text" value="New Delhi"/>
eKYC ID <input type="text" value="KYC ID"/> @capricorn	eKYC PIN <input type="text" value="KYC PIN"/>
<small>Alphanumeric, start with alphabet, min 4 letter long</small>	<small>6 digit numeric pin</small>
CSTIN (Optional) <input type="text" value="GSTIN"/>	Company Name <input type="text" value="abc ltd"/>
Organization Type <input type="text" value="- Select Organisation Type -"/>	Department <input type="text" value="department"/>
Employee Code <input type="text" value="Employee code given by company"/>	Aadhaar Number <input type="text" value="Last 4 digit"/>

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

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

I accept the **Terms of Service**, and IVG I want to proceed.

If you have mentioned your PAN number, 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: OR264238940 Created on: Jun 20, 2024 02:20 PM

Show Certificate and ekyc Details Expand

Pending Actions → Verify PAN ⏪ Prev Next ⏩ | Help ?

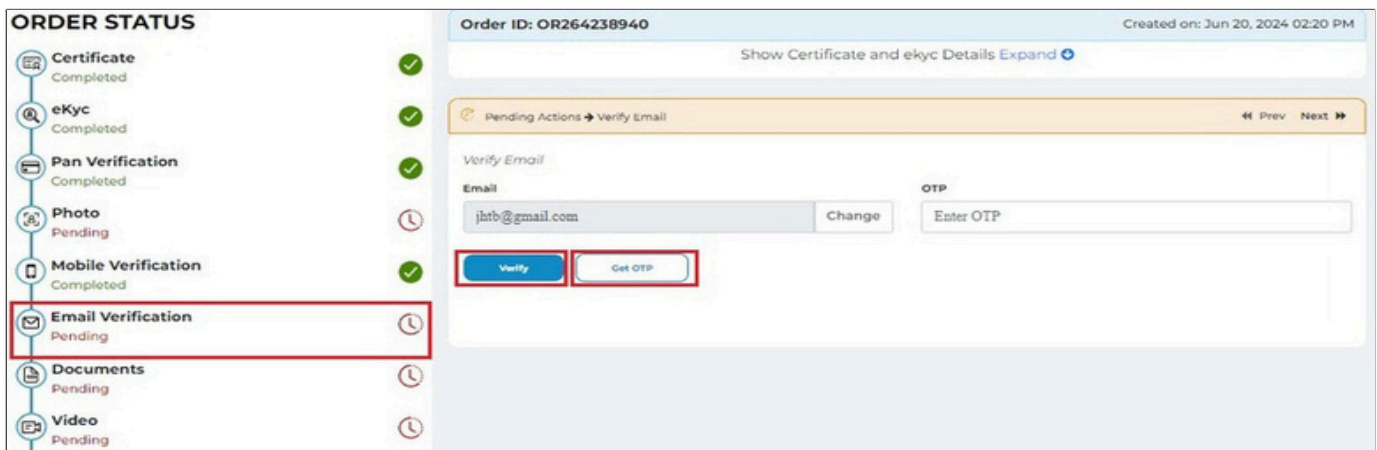
Verify PAN

Name * SxxxxSxxxx PAN * LXXXXXXXX

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

Verify

Verify your account 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 ⌚

Order ID: OR264238940 Created on: Jun 20, 2024 02:20 PM

Show Certificate and ekyc Details Expand

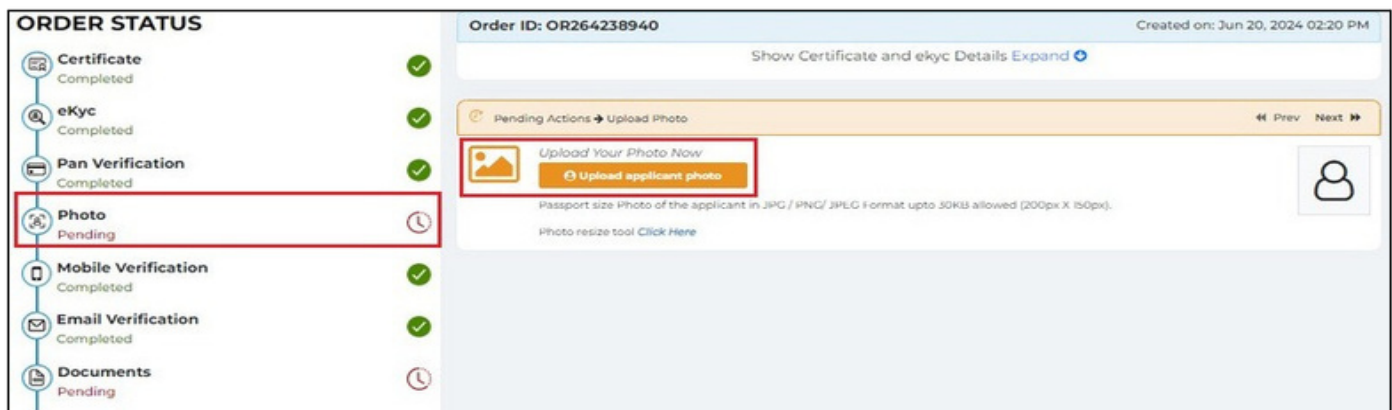
Pending Actions → Verify Email ⏪ Prev Next ⏩

Verify Email

Email jbtb@gmail.com Change Enter OTP

Verify Get OTP

Upload a passport-sized photograph of the applicant.



ORDER STATUS

- Certificate Completed ✓
- eKyc Completed ✓
- Pan Verification Completed ✓
- Photo Pending** ⌚
- Mobile Verification Completed ✓
- Email Verification Completed ✓
- Documents Pending ⌚

Order ID: OR264238940 Created on: Jun 20, 2024 02:20 PM

Show Certificate and ekyc Details Expand

Pending Actions → Upload Photo ⏪ Prev Next ⏩

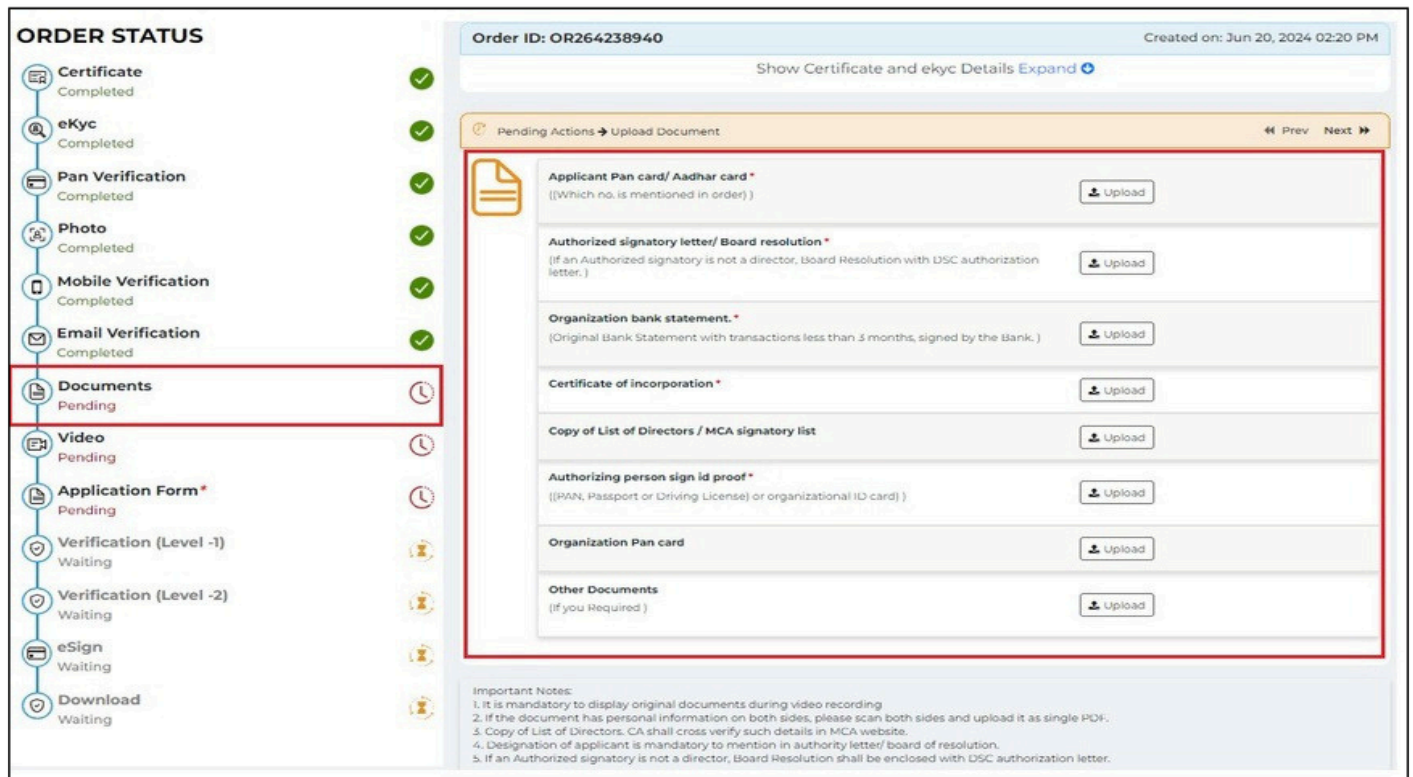
Upload Your Photo Now

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 as requested.



ORDER STATUS

Order ID: OR264238940 Created on: Jun 20, 2024 02:20 PM

Show Certificate and ekyc Details Expand

Pending Actions → Upload Document

- Applicant Pan card/ Aadhar card * (Which no. is mentioned in order) [Upload]
- Authorized signatory letter/ Board resolution * (If an Authorized signatory is not a director, Board Resolution with DSC authorization letter.) [Upload]
- Organization bank statement. * (Original Bank Statement with transactions less than 3 months, signed by the Bank.) [Upload]
- Certificate of incorporation * [Upload]
- Copy of List of Directors / MCA signatory list [Upload]
- Authorizing person sign id proof * (IPAN, Passport or Driving License) or organizational ID card) [Upload]
- Organization Pan card [Upload]
- Other Documents (If you Required) [Upload]

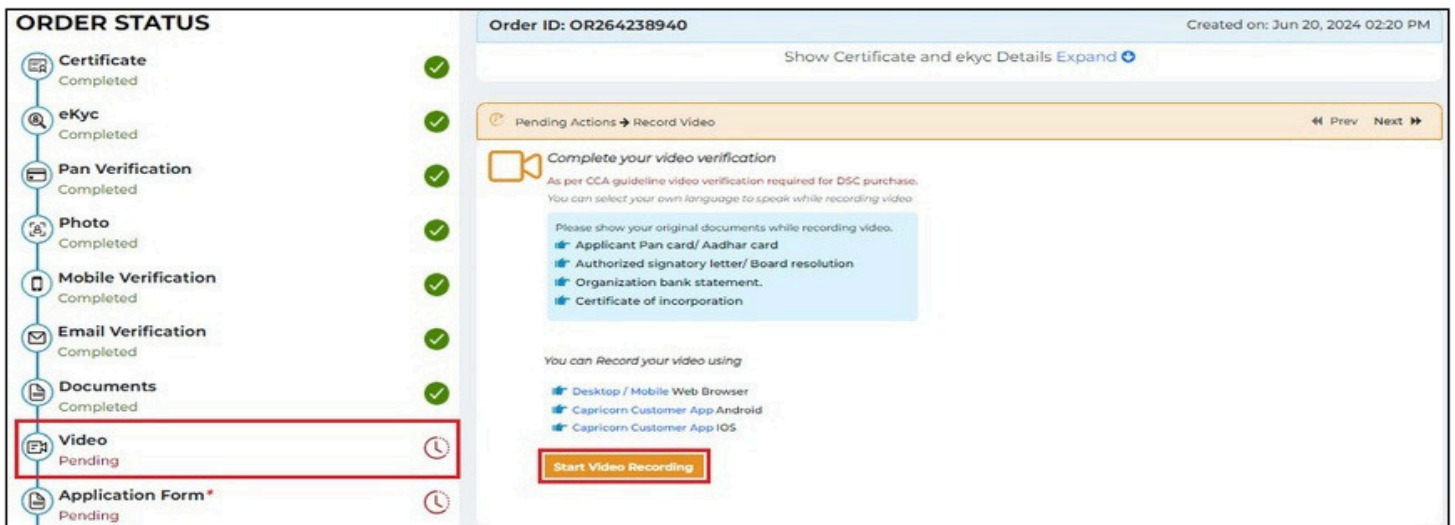
Important Notes:

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

Order Status Legend:

- 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
- eSign: Waiting
- Download: Waiting

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



ORDER STATUS

Order ID: OR264238940 Created on: Jun 20, 2024 02:20 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

You can Record your video using

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

Start Video Recording

Order Status Legend:

- Certificate: Completed
- eKyc: Completed
- Pan Verification: Completed
- Photo: Completed
- Mobile Verification: Completed
- Email Verification: Completed
- Documents: Completed
- Video: Pending
- Application Form*: Pending

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 OR264238940

Please show your original documents while recording video.

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

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

English Hindi

I, rxxxxh k xxx r with video code 366 have applied for digital signature with capricorn CA.

Start Video Recording

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.

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.

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

English Hindi

I, rxxxxh k xxx r with video code 366 have applied for digital signature with capricorn CA.

Play Video **SUBMIT**

If you unable to record clear video or your video preview not showing, then try to reset your camera permission. Go to

- Browser > Settings > Privacy and Policy > Site Settings > Camera >
- Remove https://secure.certificat.digital
- Remove https://www.capricorn.ca
- Refresh Browser and Try again to record video

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

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

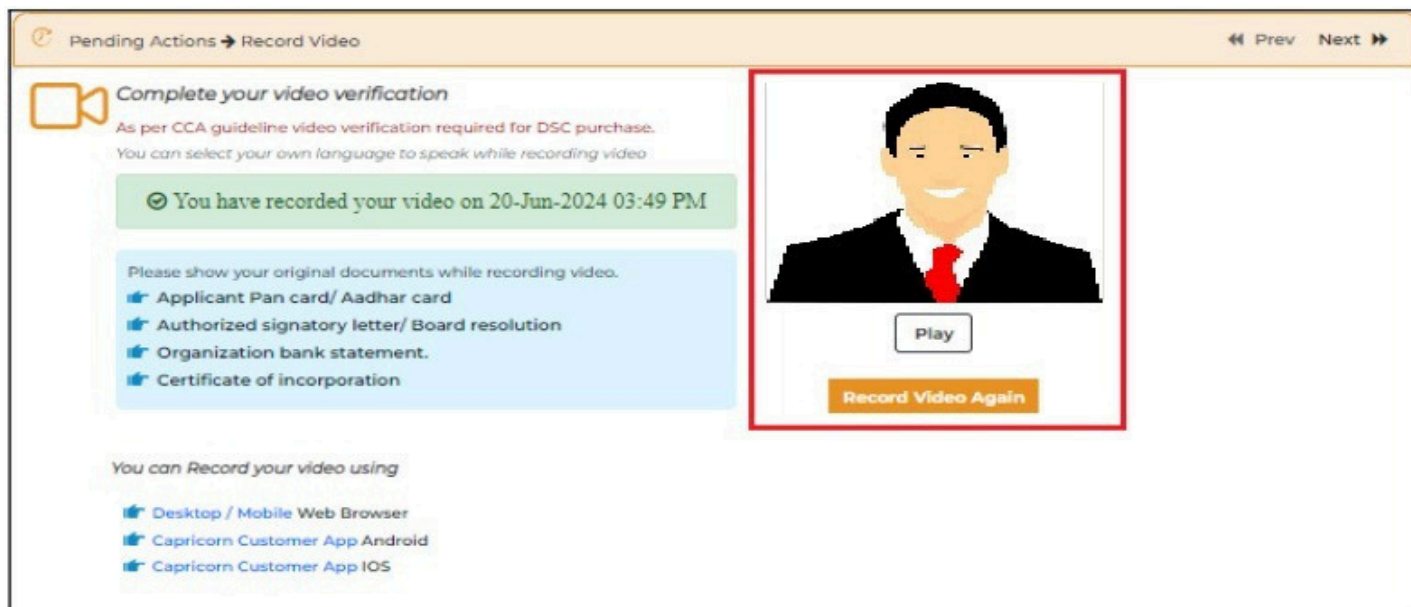
English Hindi

I, rxxxxh k xxx r with video code 366 have applied for digital signature with capricorn CA.

Continue to Enrollment process

Video Uploaded Successfully.

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



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

✔ You have recorded your video on 20-Jun-2024 03:49 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

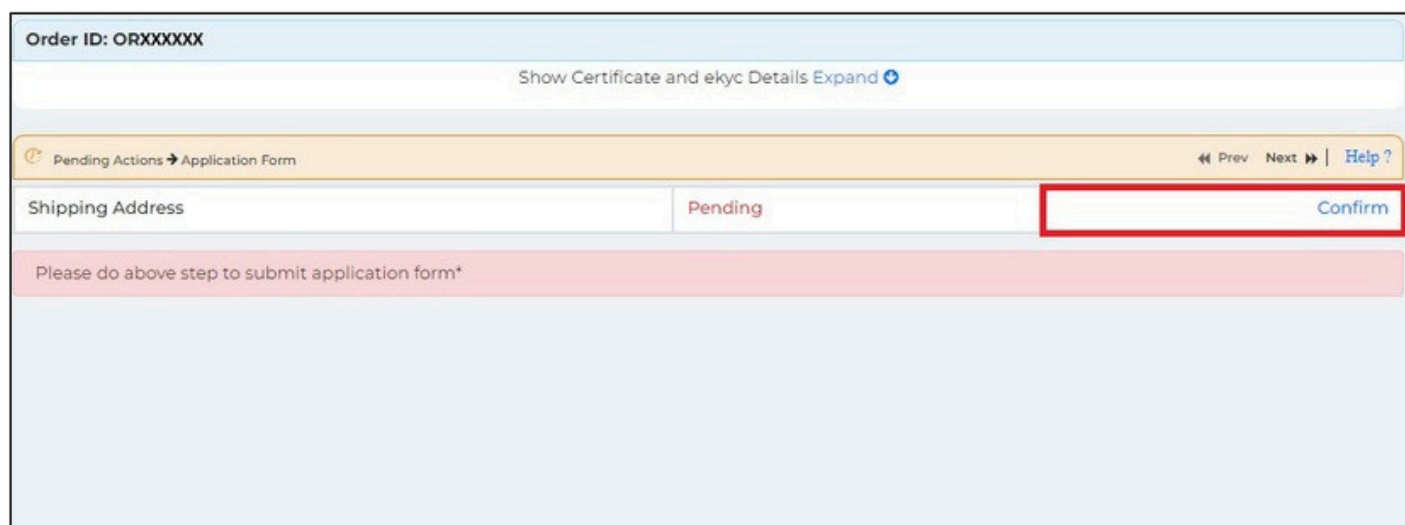
You can Record your video using

- ✔ 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.



Order ID: ORXXXXXX

Show Certificate and ekyc Details Expand

Pending Actions → Application Form

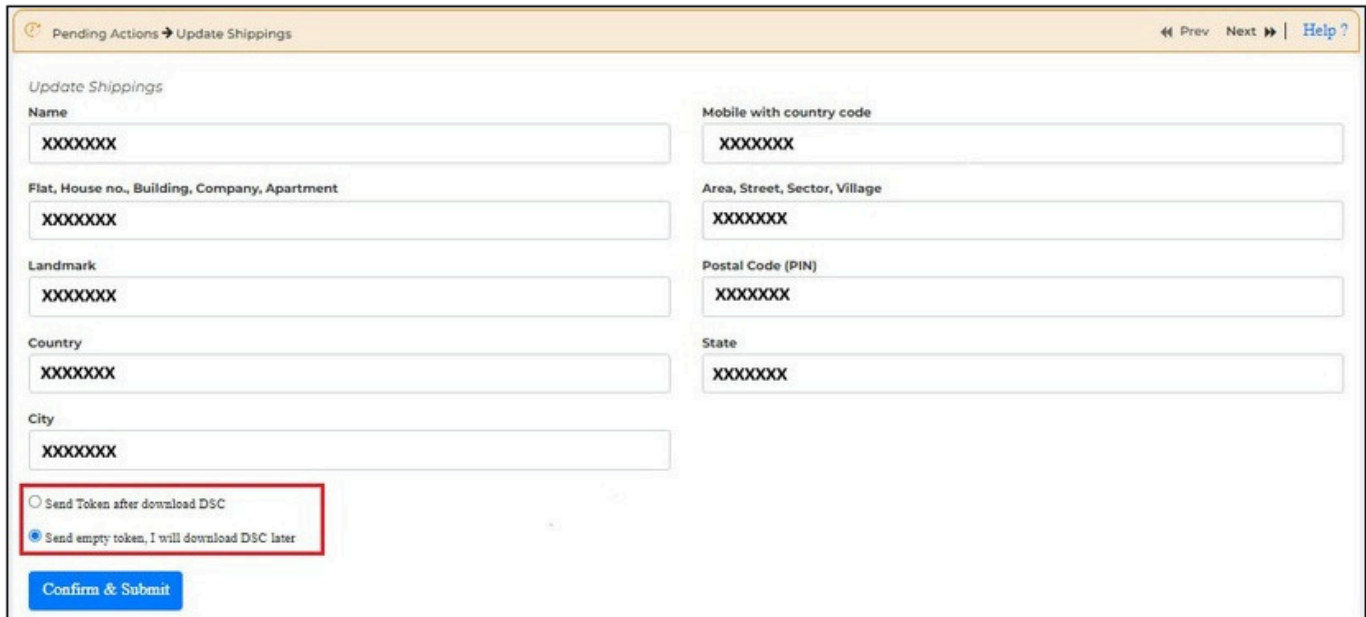
Shipping Address	Pending	Confirm
------------------	---------	---------

Please do above step to submit application form*

Along with the delivery address, you can choose options:

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

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



Pending Actions → Update Shippings

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

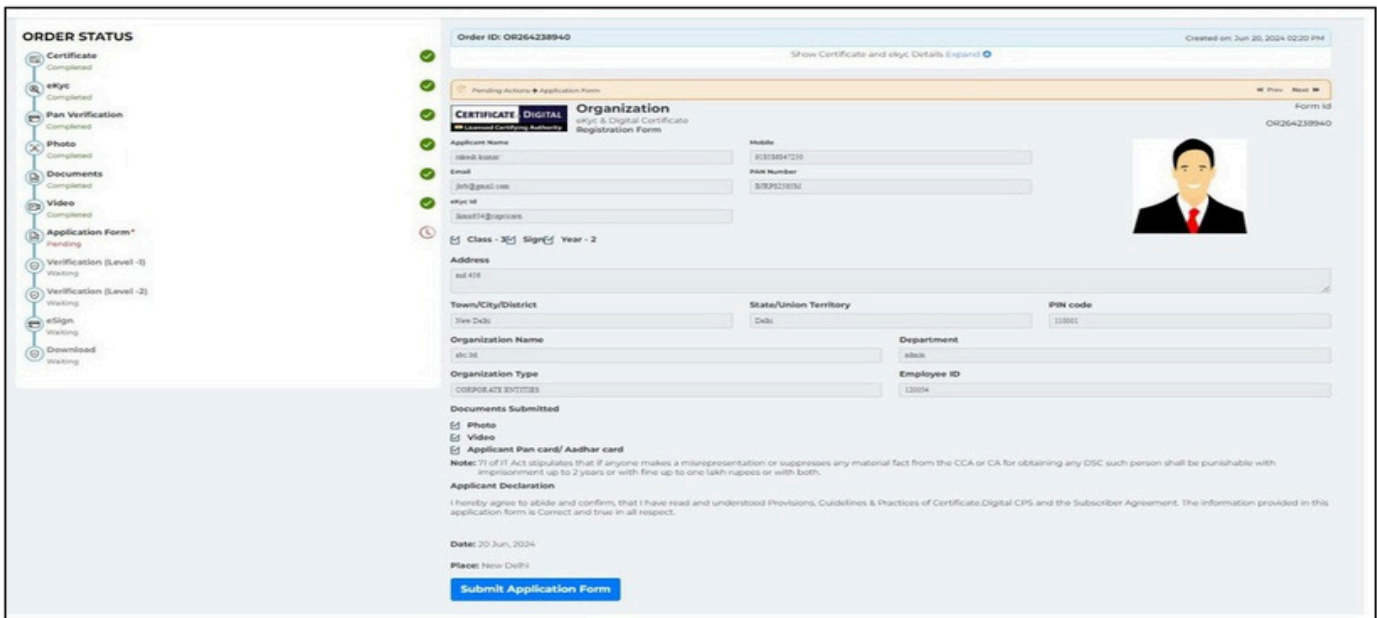
State
XXXXXXXX

City
XXXXXXXX

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

Confirm & Submit

After completing the video recording, click on **'Submit Application Form'**.



ORDER STATUS

- Certificate Completed
- Sign Completed
- Pan Verification Completed
- Photo Completed
- Documents Completed
- Video Completed
- Application Form*** Pending
- Verification (Level-1) Waiting
- Verification (Level-2) Waiting
- Sign Waiting
- Download Waiting

Order ID: OR264238940 Created on: Jun 20, 2024 02:20 PM

Pending Actions → Application Form

CERTIFICATE DIGITAL Organization
Sign & Digital Certificate Registration Form

Applicant Name: Jitendra Kumar **Mobile:** 91038847235
Email: jit@psd.com **PAN Number:**
Sign ID: Jeeetha@apricas **State/Union Territory:** Delhi

Address: Ind 438

Town/City/District: **State/Union Territory:** **Pin code:**

Organization Name: **Department:**

Organization Type: **Employee ID:**

Documents Submitted: Photo, Video, Applicant Pan card/ Aadhar card

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

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

After your order has been verified, you will need to finalize the payment for your order. Please be sure to complete this step for your **Digital Signature Certificate** processing.

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: OR264238940 Created on: Jun 20, 2024 02:20 PM

[Show Certificate and ekyc Details Expand](#)

Pending Actions → Make Payment ⏪ Prev Next ⏩

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

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

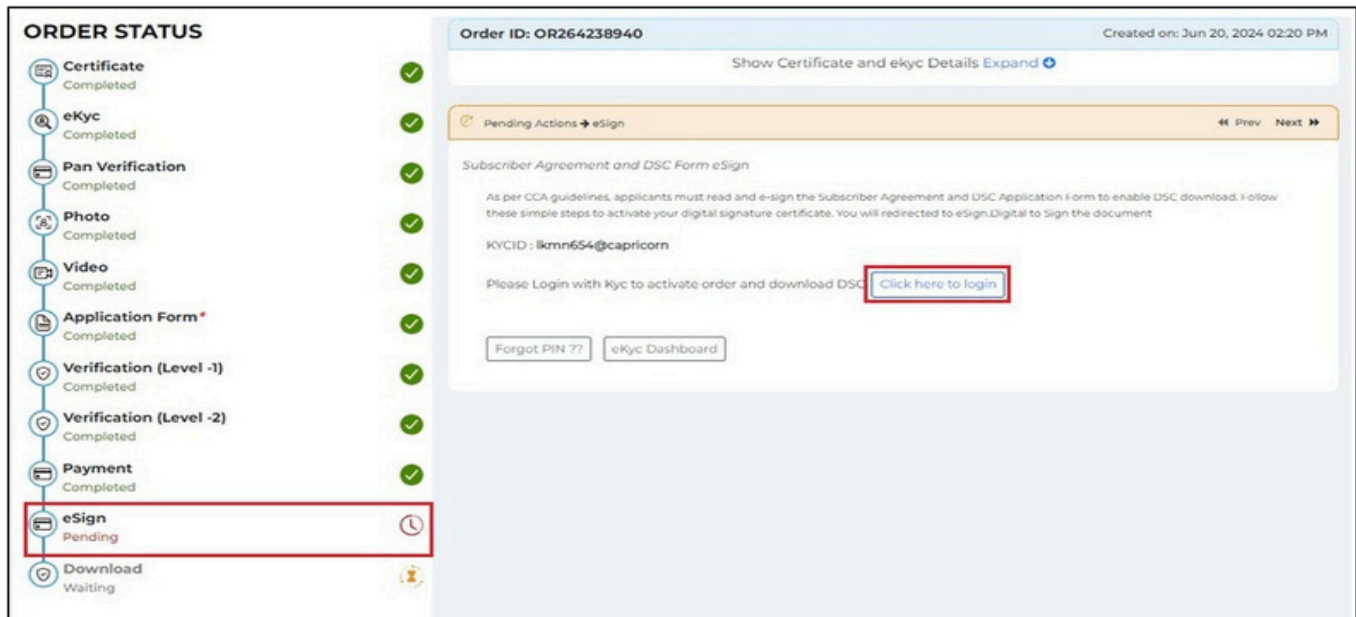
Order ID	OR264238940
Transaction ID	25bxxxxxxxxxxxx dd288183
Payment Status	success
Amount	₹ XXXX/-
Name	xxxxh lxxxxr
Mobile	918586847230
Email	jxx@gmail.com

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: OR264238940 Created on: Jun 20, 2024 02:20 PM

Show Certificate and eKyc Details Expand

Pending Actions → eSign

Subscriber Agreement and DSC Form eSign

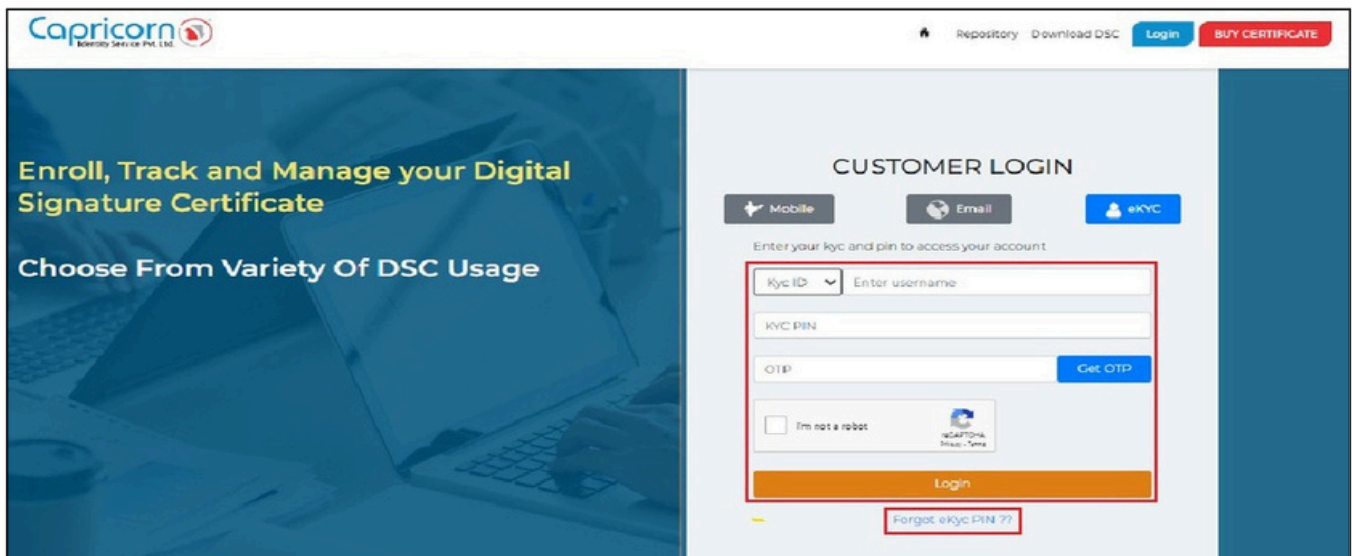
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will be redirected to eSign.Digital to Sign the document

KYC ID : lknn654@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](#)

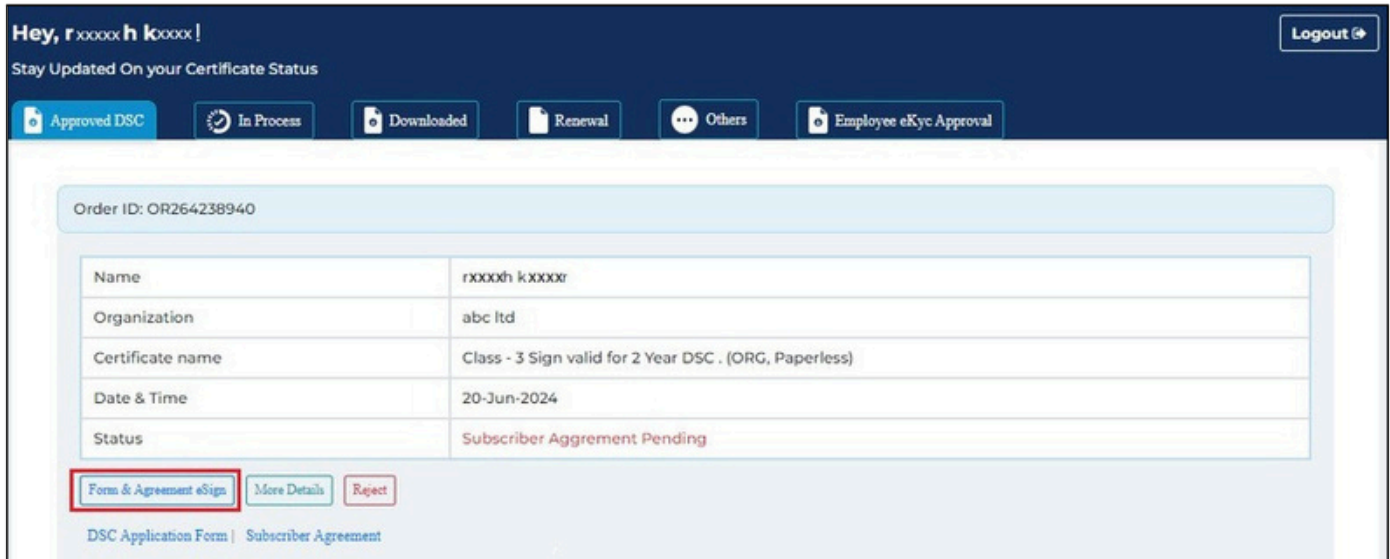
I'm not a robot

[Login](#)

[Forgot eKyc PIN ??](#)

Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed below.

Click the **'Form & Agreement eSign'** option to eSign your Subscriber Agreement.



Hey, rxxxxx h kxxxxx!

Stay Updated On your Certificate Status

Approved DSC | In Process | Downloaded | Renewal | Others | Employee eKyc Approval

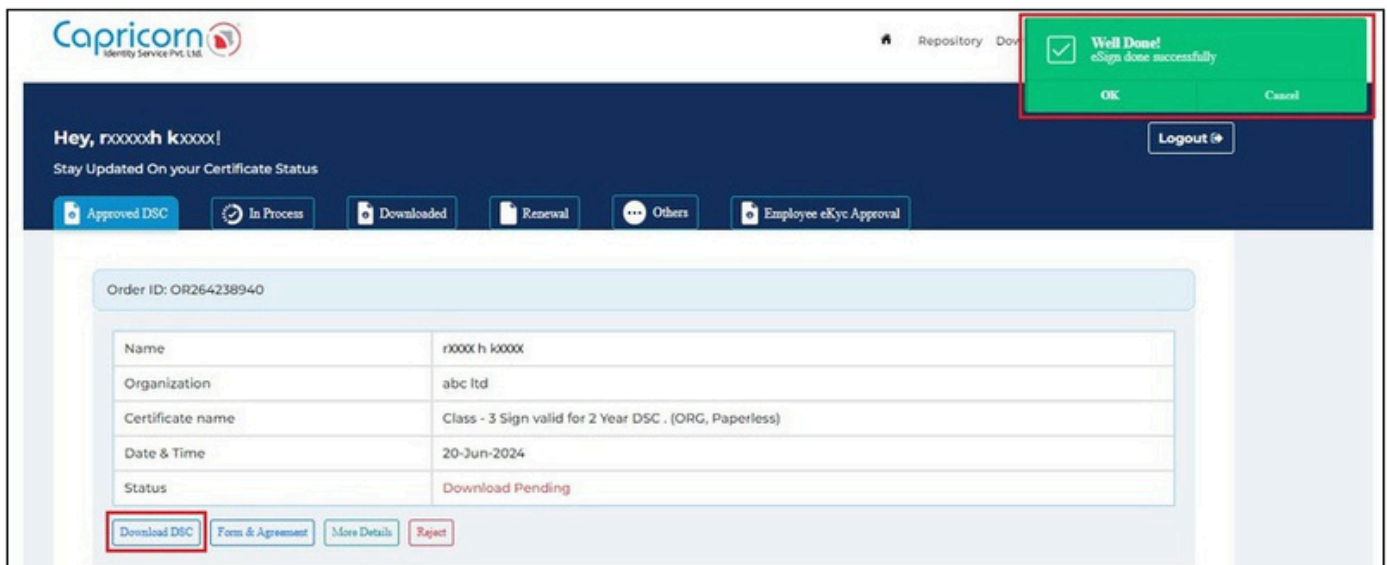
Order ID: OR264238940

Name	rxxxxx h kxxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)
Date & Time	20-Jun-2024
Status	Subscriber Aggrement Pending

Form & Agreement eSign | More Details | Reject

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, rxxxxx h kxxxxx!

Stay Updated On your Certificate Status

Approved DSC | In Process | Downloaded | Renewal | Others | Employee eKyc Approval

Order ID: OR264238940


Name	rxxxxx h kxxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)
Date & Time	20-Jun-2024
Status	Download Pending

Download DSC | Form & Agreement | More Details | Reject

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. If you want, you can change your Download Key too.

Order ID: OR264238940

Name	rXXXXX kXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)
Date & Time	20-Jun-2024
Status	Download Pending

 Download your DSC Now

OrderID	OR264238940
Pin code	110001
Download Key	9JG27X8Y <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 know how to download your DSC'](#).