

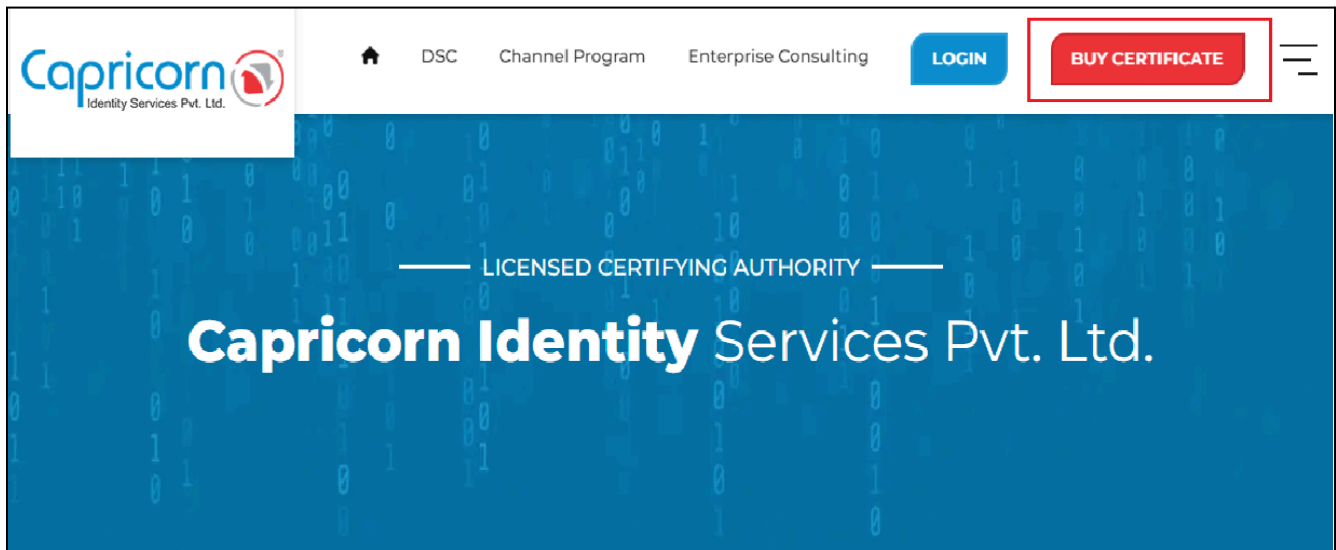
CLASS II DOCUMENT SIGNER DSC PROCEDURE

30-Jan-2025 Version 1.1.0



CLASS II DOCUMENT SIGNER - DSC PROCEDURE

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



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

Profile

Usage Type

Individual

Organization

IET (DGFT)

Government

Foreign Organization

Foreign Individual

Document Signer

FILE FORMAT

Soft Copy (.pfx) For HSM

CLASSIFY

Sign Encrypt Sign & Encrypt

YEARS

1 Years 2 Years 3 Years

TOKEN

USB Token USB Token Not Required

Payment Summary

DSC Amount	₹ XXXXX
GST (18%)	₹ XXXX
Payable Amount	₹ XXXXX

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 details including your Name, Email address, Mobile number, and Address. Click on the '**Get OTP**' button. If you have a BP Referral Code, please enter it in its field, and if you don't have it, you can proceed without a BP Referral Code.

Enter the OTP received on your mobile number. Select the '**Terms of Services**' checkbox and the '**I'm not a robot**' CAPTCHA checkbox. Click on the '**Continue to DSC Enrollment**' button to proceed.

NOTE: - "REMARK" BP can enter any reference in the remark field related to the order and the same will be reflected in the **BUSINESS PARTNER PORTAL** under the **ORDER** section.

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

Please fill in the required details with 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?

Name <input type="text" value="NAME"/>	PAN (Mandatory for Income Tax usage) <input type="text" value="PAN"/>
Date of Birth <input type="text" value="dd-mm-yyyy"/>	Mobile with country code <input type="text" value="919000000000"/>
Email <input type="text" value="TEST77@GMAIL.COM"/>	Gender <input type="text" value="Select Gender"/>
Address <input type="text" value="abc 1233"/>	
Postal Code (PIN) <input type="text" value="110092"/>	Country <input type="text" value="India"/>
State <input type="text" value="Delhi"/>	City <input type="text" value="Delhi"/>
eKYC ID <input type="text" value="KYC ID"/> <input type="text" value="@capricorn"/> <small>Alphanumeric, start with alphabet, min 4 letter long</small>	eKYC PIN <input type="text" value="KYC PIN"/> <small>6 digit numeric pin</small>
CSTIN (Optional) <input type="text" value="CSTIN"/>	
Organization Type <input type="text" value="- Select Organisation Type -"/>	Company Name <input type="text" value="company name"/>
Department <input type="text" value="department"/>	PAN organization <input type="text" value="PAN ORGANIZATION"/>
Aadhaar Number <input type="text" value="Last 4 digit"/>	Employee Code <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

- Certificate Completed ✓
- eKyc Completed ✓
- Pan Verification Pending ⌚
- Mobile Verification Completed ✓
- Email Verification Pending ⌚
- Video Pending ⌚

Order ID: OR264224427 Created on: Jun 24, 2024 03:12 PM
Show Certificate and ekyc Details [Expand](#) ⬇
Pending Actions → Verify PAN ⏪ Prev Next ⏩ | [Help ?](#)
Verify PAN
Name * SxxxxSxxxx PAN * LXXXXXXXXX
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: OR264224427 Created on: Jun 24, 2024 03:12 PM
Show Certificate and ekyc Details [Expand](#) ⬇
Pending Actions → Verify Email ⏪ Prev Next ⏩ | [Help ?](#)
Verify Email
Email test768tr@gmail.com [Change](#) OTP 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

🕒

Video

Pending

🕒

Application Form *

Pending

🕒

Verification (Level -1)

Waiting

⌚

Verification (Level -2)

Waiting

⌚

Payment

Waiting

⌚

eSign

Waiting

⌚

Download

Waiting

⌚

Order ID: OR264224427

Created on: Jun 24, 2024 03:12 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Upload Photo

📷 Upload Your Photo Now

📷 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

Completed

✓

eKyc

Completed

✓

Pan Verification

Completed

✓

Photo

Completed

✓

Mobile Verification

Completed

✓

Email Verification

Completed

✓

Documents

Pending

🕒

Video

Pending

🕒

Application Form *

Pending

🕒

Verification (Level -1)

Waiting

⌚

Verification (Level -2)

Waiting

⌚

Payment

Waiting

⌚

eSign

Waiting

⌚

Download

Waiting

⌚

Order ID: OR264224427

Created on: Jun 24, 2024 03:12 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Upload Document

📄 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 *

(PAN, Passport or Driving License) or organizational ID card))

📄 Upload

Organization Pan card *

📄 Upload

Declaration letter *

📄 Upload

Security letter *

📄 Upload

Other Documents

(If you Required)

📄 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.

3. Copy of List of Directors, CA shall cross verify such details in MCA website.

4. Designation of applicant is mandatory to mention in authority letter/ board of resolution.

5. If an Authorized signatory is not a director, Board Resolution shall be enclosed with DSC authorization letter.

Click on **“Start Video Recording”** to initiate video verification.

ORDER STATUS

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

Order ID: OR264224427

Created on: Jun 24, 2024 03:12 PM

Show Certificate and ekyc Details Expand

Pending Actions → Record Video

Complete your video verification
As per CCA guideline video verification required for DSC purchase.
You can select your own language to speak while recording video.

Please show your original documents while recording video.

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

You can Record your video using

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

Start Video Recording

The documents that you need to present during the video recording are listed on the video recording screen. Please ensure you have these documents ready before starting the recording. While recording your video, clearly state your name and the video code displayed on the screen. This helps in verifying your identity and linking the video to your application.

Record Video for DSC Order Id OR264224427

Please show your original documents while recording video.

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

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

English Hindi

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

Start Video Recording

Instructions for Video Recording:

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 click on **'Submit'** to complete the video recording confirmation.

Record Video for DSC Order Id OR264224427

Please show your original documents while recording video.

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

Please speak line below while recording video

You can select your own language

English Hindi

I, Sxxx Sxxx with video code 904 have applied for digital signature with capricorn CA.



Play Video

SUBMIT

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

Record Video for DSC Order Id OR264224427

Please show your original documents while recording video.

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

Please speak line below while recording video

You can select your own language

English Hindi

I, Sxxx Sxxx with video code 904 have applied for digital signature with capricorn CA.



Video Uploaded Successfully.

Continue to Enrollment process

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

Pending Actions → Record Video
Prev Next Help ?

Complete your video verification

As per CCA guideline video verification required for DSC purchase.
You can select your own language to speak while recording video

🕒 You have recorded your video on 24-Jun-2024 03:47 PM

Please show your original documents while recording video.

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

You can Record your video using

Play

Record Video Again

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

ORDER STATUS

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

Order ID: OR264224427
Show Certificate and eKyc Details Expand
Created on: Jun 24, 2024 03:12 PM

Pending Actions → Application Form
Prev Next Help ?

CERTIFICATE | DIGITAL
Licensed Certifying Authority

Document Signer
eKyc & Digital Certificate Registration Form

Form ID: OR264224427

Applicant Name: SXXXX SXXXX
Mobile: 91300000000
Email: test788st@gmail.com
PAN Number: LXXXX000000
eKyc ID: dkkd9809@capricorn

Class - 2 Sign Year - 2

Address: abc 1233

Town/City/District: xxxx Delhi
State/Union Territory: Delhi
PIN code: 11xxxx

Organization Name: abc ltd
Department: admin
Organization Type: CORPORATE ENTITIES
Employee ID: 000338

Documents Submitted

- 👍 Photo
- 👍 Video
- 👍 Applicant Pan card/ Aadhar card

Note: '1' of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

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

Date: 24 Jun, 2024 03:47 PM
Place: New Delhi

Submit Application Form

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

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

ORDER STATUS

Certificate
Completed

eKyc
Completed

Pan Verification
Completed

Photo
Completed

Video
Completed

Application Form *
Completed

Verification (Level -1)
Completed

Verification (Level -2)
Completed

Payment
Pending

eSign
Waiting

Download
Waiting

Order ID: OR264224427

Created on: Jun 24, 2024 03:12 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Make Payment

Payment Summary

DSC Amount	₹ XXXXX
GST (18%)	₹ XXXX
Payable Amount	₹ XXXXX

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

Need Help? [Contact Us](#)

☐ Have a coupon code?

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

Payment Successful!

Transaction Details

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

CONTINUE TO DSC ENROLLMENT

Note: Invoice will be generated and send to registered email & mobile

After the payment, you need to eSign your **'Subscriber Agreement'**.

As shown in the screenshot below, click on the **'Click here to login'** link to continue.

ORDER STATUS

- Certificate Completed ✓
- eKyc Completed ✓
- Pan Verification Completed ✓
- Photo Completed ✓
- Video Completed ✓
- Application Form * Completed ✓
- Verification (Level -1) Completed ✓
- Verification (Level -2) Completed ✓
- Payment Completed ✓
- eSign Pending** ⌚
- Download Waiting ⌚

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

Show Certificate and ekyc Details [Expand](#)

Pending Actions → eSign ⏪ Prev Next ⏩ | [Help ?](#)

Subscriber Agreement and DSC Form eSign

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

KYCID : dkkd9809@capricorn

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

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

You will need to log in using your eKYC credentials.

Capricorn Identity Service Pvt. Ltd.

Repository Download DSC Login BUY CERTIFICATE

Enroll, Track and Manage your Digital Signature Certificate

Choose From Variety Of DSC Usage

CUSTOMER LOGIN


Mobile Email **eKYC**

Enter your kyc and pin to access your account

Kyc ID Enter username

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.

The screenshot shows the Capricorn Identity Service Pvt. Ltd. dashboard. At the top, there's a header with the logo, navigation links (Repository, Download DSC, BUY CERTIFICATE), and a user greeting 'Hey, sxxxx sxxxx !' with a Logout button. Below the greeting is a section 'Stay Updated On your Certificate Status' with tabs for 'Approved DSC', 'In Process', 'Downloaded', 'Renewal', 'Others', and 'Employee eKyc Approval'. The 'Approved DSC' tab is active, showing an order with ID 'OR264224427'. The order details table lists: Name (sxxxx sxxxx), Organization (abc ltd), Certificate name (Class - 2 Sign valid for 2 Year Document Signer DSC . (SIGN, Paperless)), Date & Time (24-Jun-2024), and Status (Subscriber Aggrement Pending). Below the table, the 'Form & Agreement eSign' button is highlighted with a red box, along with a 'More Details' button and links for 'DSC Application Form' and 'Subscriber Agreement'.

Order ID: OR264224427	
Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 2 Sign valid for 2 Year Document Signer DSC . (SIGN, Paperless)
Date & Time	24-Jun-2024
Status	Subscriber Aggrement Pending

[Form & Agreement eSign](#) [More Details](#)

[DSC Application Form](#) | [Subscriber Agreement](#)

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

This screenshot shows the same dashboard after the eSign process. A green success message box is visible in the top right corner, stating 'Well Done! eSign done successfully' with 'OK' and 'Cancel' buttons. The 'Form & Agreement eSign' button is no longer present. Instead, the 'Download DSC' button is highlighted with a red box. The order details table now shows the Status as 'Download Pending'.


Order ID: OR264224427	
Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 2 Sign valid for 2 Year Document Signer DSC . (SIGN, Paperless)
Date & Time	24-Jun-2024
Status	Download Pending

[Download DSC](#) [Form & Agreement](#) [More Details](#)

After signing the Subscriber Agreement, your order will be ready for download. You have to set your **Download Key** before downloading. You will be able to view your '**ORDER ID, PIN CODE, and DOWNLOAD KEY**' on the screen.

Order ID: OR264224427

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

Download your DSC Now

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

[Download DSC](#)

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

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