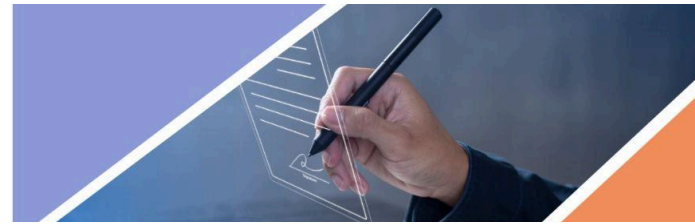




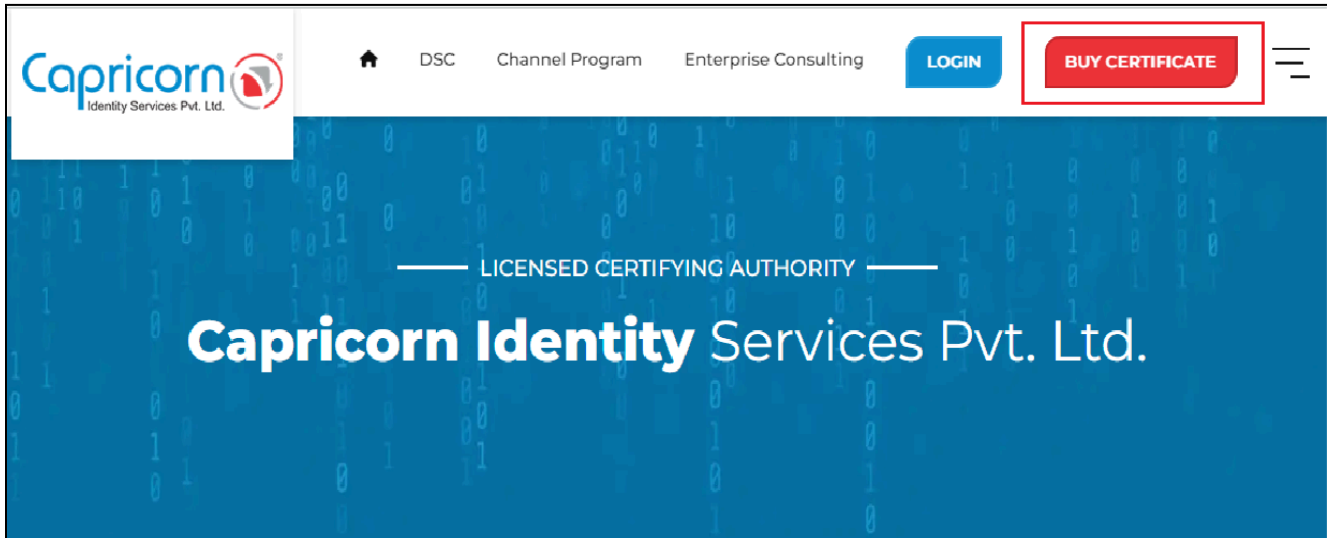
FOREIGN- ORG BASED DSC PROCEDURE

**Version 1.1.0
30-Jan-2025**



FOREIGN- ORG BASED DSC PROCEDURE

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



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

Capricorn
Identity Service Pvt. Ltd.

Repository Download DSC Login BUY CERTIFICATE

Profile 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

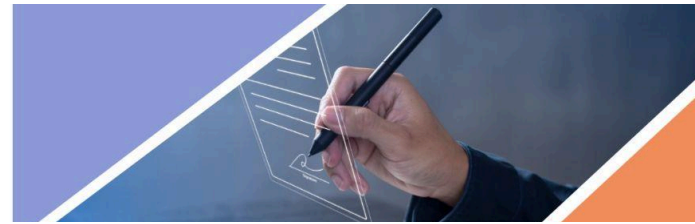
USB Token USB Token Not Required

Payment Summary

DSC Amount	\$ XXX
USB Token	\$ XX
GST (18%)	\$ XX
Payable Amount	\$ XXX

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](#)

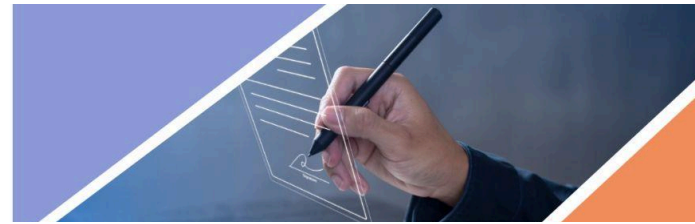


Fill in your details including your Name, Email address, Mobile number, and Address. Click on the '**Get OTP**' button. If you have a BP Referral Code, please enter it in its field, and if you don't, you can proceed without a BP Referral Code.

Enter the OTP received on your Email ID. 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 '**Paperless**' 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.

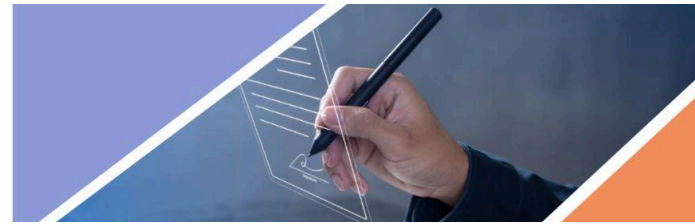
Pending Actions → Application Form
Prev Next Help ?

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="mobile"/>
Email <input type="text" value="test6626@gmail.com"/>	Gender <input type="text" value="Select Gender"/>
Address <input type="text" value="abc 1233"/>	
Postal Code (PIN) <input type="text" value="10004"/>	Country <input type="text" value="United States"/>
State <input type="text" value="newyork"/>	City <input type="text" value="newyork"/>
eKYC ID <input type="text" value="KYC ID"/> @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>
GSTIN (Optional) <input type="text" value="GSTIN"/>	Company Name <input type="text" value="company name"/>
Organization Type <input type="text" value="- Select Organisation Type -"/>	Department <input type="text" value="department"/>
Company Registration ID <input type="text" value="Company Registration ID"/>	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.
 Submit



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

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify PAN

Verify PAN

Name * PAN *

Date of Birth *

☐ Change name in order

[Verify](#)

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

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

ORDER STATUS

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

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

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Mobile Verification

Verify Mobile

Mobile Number OTP

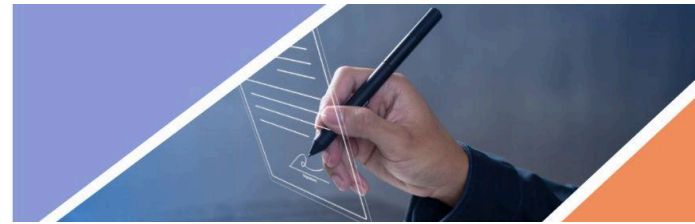
[Verify](#) [Re-send OTP](#)

NOTE:

1. If you do not receive the OTP for mobile verification, you are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time).

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

Activate Windows
Go to Settings to activate



NOTE:

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

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

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

Upload a passport-sized photograph of the applicant.

ORDER STATUS

Certificate
Completed

eKyc
Completed

Pan Verification
Completed

Photo
Pending

Mobile Verification
Completed

Email Verification
Completed

Documents
Pending

Video
Pending

Application Form *
Pending

Verification (Level -1)
Waiting

Verification (Level -2)
Waiting

Payment
Waiting

eSign
Waiting

Download
Waiting

Order ID: OR264210296

Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details [Expand](#)

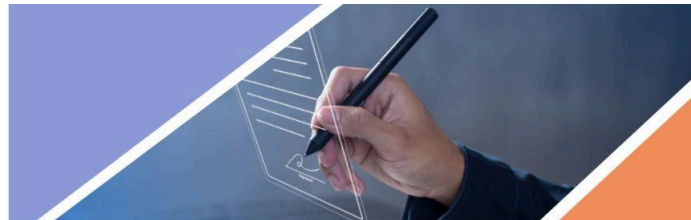
Pending Actions → Upload Photo [Prev](#) [Next](#) | [Help ?](#)

Upload Your Photo Now

[Upload applicant photo](#)

Passport size Photo of the applicant in JPG / PNG/ JPEG Format upto 30KB allowed (200px 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: OR264210296

Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Upload Document

Identity proof of Applicant *
(The scanned copy of Passport/Local Govt. issued Identity/ Organisational ID Proof.)

[Upload](#)

Certificate of Incorporation *
(Company's Registration Certificate (as an entity proof))

[Upload](#)

Authorisation letter *

[Upload](#)

Authorised Signatory Id Proof *
(The scanned copy of Passport/Local Govt. issued Identity/ Organisational ID Proof.)

[Upload](#)

List of Directors *
(Any organization documents that contain applicant or authorized person's name)

[Upload](#)

Important Notes:
1. It is mandatory to display original documents during video recording.
2. If the document has personal information on both sides, please scan both sides and upload it as single PDF.

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

ORDER STATUS

- 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: OR264210296

Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Record Video

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

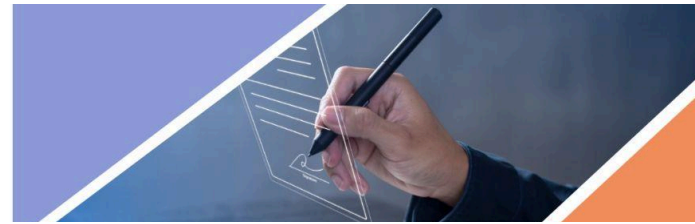
Please show your original documents while recording video.

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

You can Record your video using

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

[Start Video Recording](#)



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

Record Video for DSC Order Id OR264210296

Please show your original documents while recording video.

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

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

English Hindi

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

Instructions for Video Recording:

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

Start Video Recording

After recording your video, you have to preview it by clicking on the '**Play Video**' button and click on '**Submit**' to complete the video recording confirmation.

Record Video for DSC Order Id OR264210296

Please show your original documents while recording video.

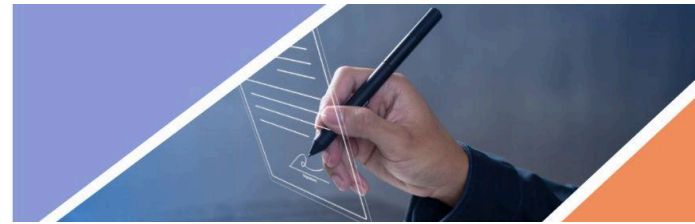
- Identity proof of Applicant
- Certificate of Incorporation
- Authorisation letter

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

English Hindi

I, sxxxx sxxxx with video code 810 have applied for digital signature with capricorn CA.

Play Video SUBMIT



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

Record Video for DSC Order Id OR264210296

Please show your original documents while recording video.

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

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

English
Hindi

I, sxxxx sxxxx with video code 810 have applied for digital signature with capricorn CA.

Video Uploaded Successfully.

Continue to Enrollment process

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

Pending Actions → Record Video
Prev Next Help ?

Complete your video verification

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

🕒 You have recorded your video on 26-Jun-2024 04:28 PM

Please show your original documents while recording video.

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

Play

Record Video Again

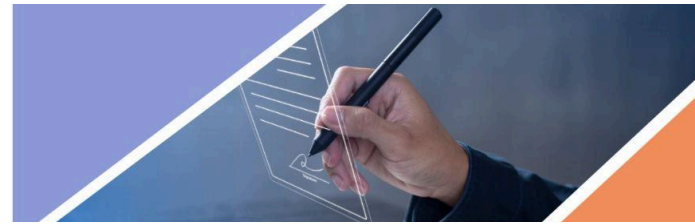
After Completing the above verification; If you had opted for TOKEN REQUIRED at the time of product selection. Then, you have to confirm your delivery address for token delivery.

Order ID: ORXXXXXX
Show Certificate and ekyc Details Expand

Pending Actions → Application Form
Prev Next Help ?

Shipping Address	Pending	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 and submit**” button.

Pending Actions → Update Shippings
Prev Next Help ?

Update Shippings

Name
XXXXXXX

Mobile with country code
XXXXXXX

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

Area, Street, Sector, Village
XXXXXXX

Landmark
XXXXXXX

Postal Code (PIN)
XXXXXXX

Country
XXXXXXX

State
XXXXXXX

City
XXXXXXX

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

Confirm & Submit

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

ORDER STATUS

Certificate Completed
eKyc Completed
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: OR264210296
Created on: Jun 26, 2024 03:31 PM
Show Certificate and eKyc Details Expand

Pending Actions → Application Form
Prev Next Help ?

CERTIFICATE Digital
Issued Certifying Authority

Foreign Organization
eKyc & Digital Certificate
Registration Form

Form ID
OR264210296

Applicant Name
XXXXXX0000

Mobile
993XXXXXXX

Email
test6626@gmail.com

PAN Number
XXXXXX0000

eKyc ID
nmbhjc@capricorn

☒ Class - 3
☒ Sign
☒ Year - 2

Address
abc 1233

Town/City/District
newyork

State/Union Territory
newyork

PIN code
10004

Organization Name
abc ltd

Department
admin

Organization Type
CORPORATE ENTITIES

Employee ID
000345

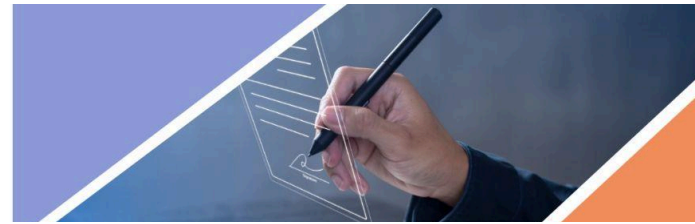
Documents Submitted
☒ Photo
☒ Video
☒ Identity proof of Applicant

Note: ?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: 26 Jun, 2024 04:55 PM
Place: newyork

Submit Application Form



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

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

ORDER STATUS

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

Show Certificate and ekyc Details [Expand](#)

Pending Actions [Make Payment](#)

Payment Summary	
DSC Amount	\$ XXX
USB Amount	\$ XX
GST (18%)	\$ XX
Payable Amount	\$ XXX

Need Help? [Contact Us](#)

Choose A Payment Options

- Online Payment Gateway [Credit Card, Debit Card, Net Banking, UPI etc](#)
- Online Payment Gateway [Credit Card, Debit Card, Net Banking, UPI etc](#) **Pay ₹ 30,090.00**
- Scan and Pay via QR [UPI, Phone Pay, Google Pay, Paytm etc](#) **Pay ₹ 30,090.00**

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

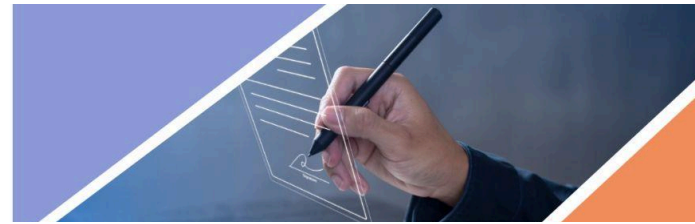
Payment Successful!

Transaction Details

Order ID	OR264210296
Transaction ID	25171fd1c1ceff13f1018e669
Payment Status	success
Amount	\$ XXXX /-
Name	XXXX XXXX
Mobile	919XXXXXXXX
Email	a.xxxxx 3@gmail.com

CONTINUE TO DSC ENROLLMENT

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



After the payment, you need to eSign your '**Subscriber Agreement**'. As shown in the screenshot below, click on the '**Click here to login**' link to continue.

ORDER STATUS

- 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: OR264210296 Created on: Jun 26, 2024 03:31 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 : nmbh@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

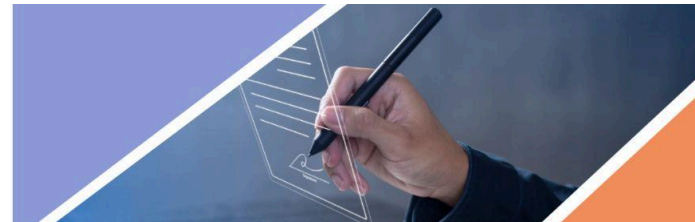
OTP

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.

Capricorn Identity Service Pvt. Ltd.

Repository Download DSC BUY CERTIFICATE

Hey, SXXXX SXXXX ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others

Order ID: OR264210296

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

Form & Agreement eSign More Details

DSC Application Form | Subscriber Agreement

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

Capricorn Identity Service Pvt. Ltd.

Repository Download

Well Done! eSign done successfully OK Cancel

Hey, SXXXX SXXXX ! Logout

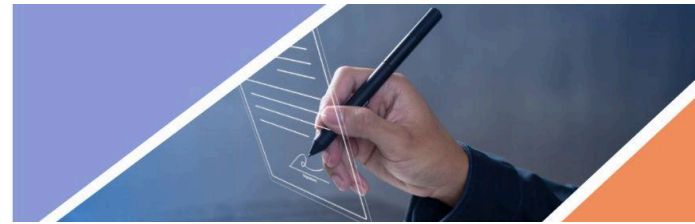
Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others

Order ID: OR264210296

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

Download DSC Form & Agreement More Details



After signing the **Subscriber Agreement**, your order will be ready for download.

You have to set your **Download** key before downloading.

You will be able to view your “**ORDER ID, PIN CODE**, and **DOWNLOAD KEY**” on the screen.

Capricorn
Identity Service Pvt. Ltd.

Repository Download DSC BUY CERTIFICATE

Approved DSC In Process Downloaded Renewal Others

Order ID: OR264210296

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

Download your DSC Now

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

Download DSC

Form & Agreement More Details

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