

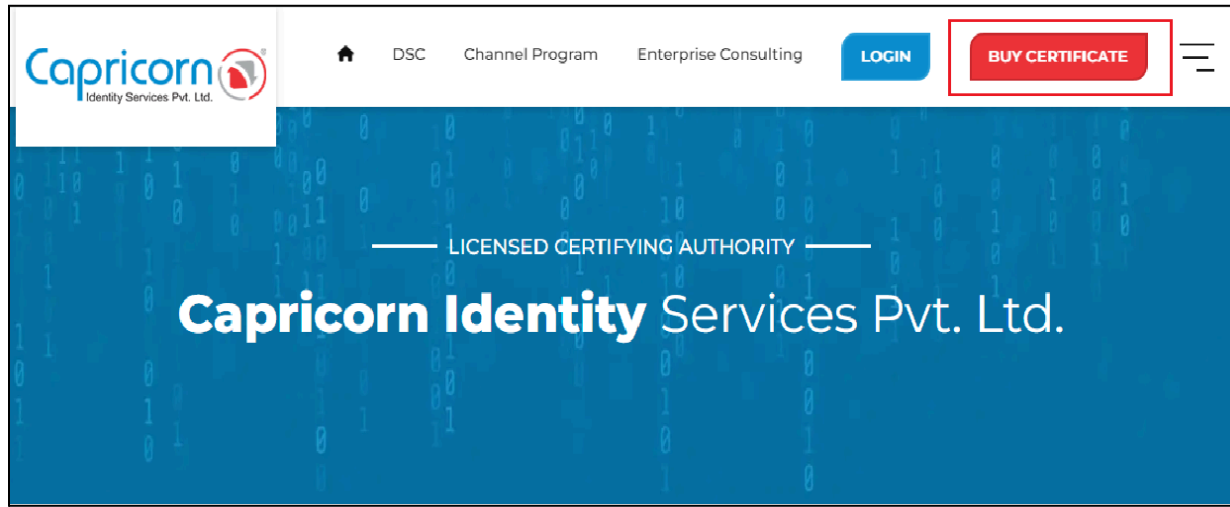
IET/DGFT

BASED DSC PROCEDURE

11-APR-2025
VERSION 1.1.1

IET/DGFT-BASED DSC PROCEDURE

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



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

Payment Summary	
DSC Amount	₹ XXXX
USB Token	₹ XXX
CST (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.

Personal & Address Details

Name

Dr. John

Mobile with country code

Mobile

Email

Email

Mobile OTP

Enter Mobile OTP

Get OTP

Address

Address

Postal Code

Pin Code

Country

India

State

State

City

City

BP Referral Code (Optional)

00000XXX

Remark (Optional)

Remark

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

DL9KN

Enter code shown in the captcha

Payment Summary

Digital Signature (DSC)	₹XXX.XX
Assistance Services	₹XXX.XX
GST (18%)	₹XXX.XX
Payable Amount	₹XXX.XX

CONTINUE TO DSC ENROLLMENT

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

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: OR264228202

Created on: Jun 24, 2024 11:53 AM

Show Certificate and ekyc Details Expand

Pending Actions → Application Form

Authorized Signatory

Employee

Capricorn eKYC

Instructions

Capricorn eKYC:

If You Have an Approved e-Kyc Account
Login to Your e-Kyc Account And Apply for DSC
In video verification, the Applicant does not need to show any documents.

NOTE: For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:

- a) PAN
- b) Name on PAN
- c) Date of Birth (DOB)
- d) Aadhaar seeding status (Aadhaar number linked with PAN)

Please fill in the required details:

- eKYC ID should be set according to the customer name with some more numbers or letters to make it distinct.
- eKYC pin is a six-digit pin that you can set according to your preferences.
- IEC CODE
- Branch code as per your ORGANISATION address

Select the checkbox to accept the '**Terms of Service**' and **IVG**. Click '**Submit**' to move forward.

Pending Actions → Application Form
Prev Next Help ?

Name <input type="text" value="SXXXX SXXXX"/>	PAN (Mandatory for Income Tax usage) <input type="text" value="PAN"/>
Date of Birth <input type="text" value="dd-yy-yy"/>	Mobile with country code <input type="text" value="919 XXXXXXXX"/>
Email <input type="text" value="TESST888@GMAIL.COM"/>	Gender <input type="text" value="Select Gender"/>
Address <input type="text" value="abc 1233"/>	
Postal Code (PIN) <input type="text" value="1XXXX2"/>	Country <input type="text" value="India"/>
State <input type="text" value="Delhi"/>	City <input type="text" value="XXXXDelhi"/>
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 -"/>	PAN organization <input type="text" value="PAN ORGANIZATION"/>
IEC Code <input type="text" value="IEC CODE"/>	Branch Code <input type="text" value="000"/>
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.
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: OR264228202 Created on: Jun 24, 2024 11:53 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify PAN Prev Next Help

Verify PAN

Name *

SxxxxSxxxx

PAN *

IXXXXXXXX

Date of Birth *

XX-XX-2XXX

☐ Change name in order

Verify

Verify your email by following the prompts to complete the email verification process.

ORDER STATUS

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

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

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify Email Prev Next Help

Verify Email

Email

testsss@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: OR264228202 Created on: Jun 24, 2024 11:53 AM

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/ JPEF 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: OR264228202 Created on: Jun 24, 2024 11:53 AM

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](#)

Other Documents
(If you Required) [Upload](#)

Copy of IEC Certificate * [Upload](#)

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

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

ORDER STATUS

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

Order ID: OR264228202

Created on: Jun 24, 2024 11:53 AM

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
- Copy of IEC Certificate

You can Record your video using

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

Start Video Recording

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

Record Video for DSC Order Id OR264228202

Please show your original documents while recording video.

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

Please speak line below while recording video

You can select your own language

English Hindi

I, sxxxx sxxxx with video code 849 have applied for digital signature with capricorn CA.

Start Video Recording

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

Record Video for DSC Order Id OR264228202

Please show your original documents while recording video.

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

Please speak line below while recording video

You can select your own language

English Hindi

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



Play Video

SUBMIT

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

Record Video for DSC Order Id OR264228202

Please show your original documents while recording video.

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

Please speak line below while recording video

You can select your own language

English Hindi

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



Video Uploaded Successfully.

Continue to Enrollment process

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

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 12:53 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
- ✔ Copy of IEC Certificate

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 & 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 above verification, you will need to submit the **'Application Form'**.

ORDER STATUS

Certificate Completed

eKyc Completed

Pen Verification Completed

Photo Completed

Documents Completed

Video Completed

Application Form* Pending

Verification (Level -1) Waiting

Verification (Level -2) Waiting

Payment Waiting

eSign Waiting

Download Waiting

Order ID: OR264228202

Show Certificate and eKyc Details Expand

Created on: Jun 24, 2024 11:53 AM

Pending Actions → Application Form

CERTIFICATE Digital IET (DGFT)

Apply & Digital Certificate Registration Form

Applicant Name: XXXXX XXXXX

Mobile: 979 XXXXXX

Email: test888@gmail.com

DOB Number: XXXXXXXX

eKyc ID: mmmmm234@capricorn

Class - 3 Sign Year - 2

Address: Jiv 1231

Town/City/District: xxx Delhi

State/Union Territory: Delhi

PIN code: 11

Organization Name: abc ltd

Department: DGTIC XXXXXXXX 000

Organization Type: CORPORATE ENTITIES

Organization PAN: AA XXXXXXXX

Employee ID: 000398

Documents Submitted

Photo

Video

Applicant Pan card/ Aadhar card

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: 24 Jun, 2024 01:02 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 finalise the payment for your order. Make sure to complete this step to ensure the processing of your Digital Signature Certificate.

ORDER STATUS

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

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

[Show Certificate and ekyc Details](#)

Pending Actions [Make Payment](#) « Prev Next » | [Help ?](#)

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	OR264228202
Transaction ID	3ca9xxxxxxxxxxxxxxxxxx7b7
Payment Status	success
Amount	₹ xxxx /-
Name	sxxxx sxxxx
Mobile	919xxxxxxxxx
Email	tesstsss@gmail.com

[CONTINUE TO DSC ENROLLMENT](#)

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

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

ORDER STATUS

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

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

Show Certificate and ekyc Details [Expand](#)

Pending Actions → eSign [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 : mmmm234@capricorn

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

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

You will need to log in using your eKYC credentials.

Capricorn
Identity Service Pvt. Ltd.

Repository Download DSC [Login](#) [BUY CERTIFICATE](#)

Enroll, Track and Manage your Digital Signature Certificate

Choose From Variety Of DSC Usage

CUSTOMER LOGIN

Mobile Email eKYC

Enter your kyc and pin to access your account

Enter username

[Get OTP](#)

☐ I'm not a robot

[Login](#)

[Forgot eKyc PIN ??](#)

Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed. Click on the **'Form & Agreement eSign'** option to eSign your Subscriber Agreement.

Hey, SXXXX SXXXX ! Logout

Stay Updated On your Certificate Status

Approved DSC
In Process
Downloaded
Renewal
Others
Employee eKyc Approval

Order ID: OR264228202

Name	SXXXX SXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year IET (IET, Paperless)
Date & Time	24-Jun-2024
Status	Subscriber Aggrement Pending

Form & Agreement eSign
More Details

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

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

Capricorn
Identity Service Pvt. Ltd.

Repository Download

Hey, SXXXX SXXXX ! Logout

Stay Updated On your Certificate Status

Approved DSC
In Process
Downloaded
Renewal
Others
Employee eKyc Approval

Order ID: OR264228202

Name	SXXXX SXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year IET (IET, Paperless)
Date & Time	24-Jun-2024
Status	Download Pending

Download DSC
Form & Agreement
More Details


Well Done!
eSign done successfully

OK Cancel


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

Order ID: OR264228202

Name	XXXX XXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year (ICT, Paperless)
Date & Time	24-Jun-2024
Status	Download Pending

Download your DSC Now

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

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.](#)'