

INDIVIDUAL

PAN BASED DSC PROCEDURE



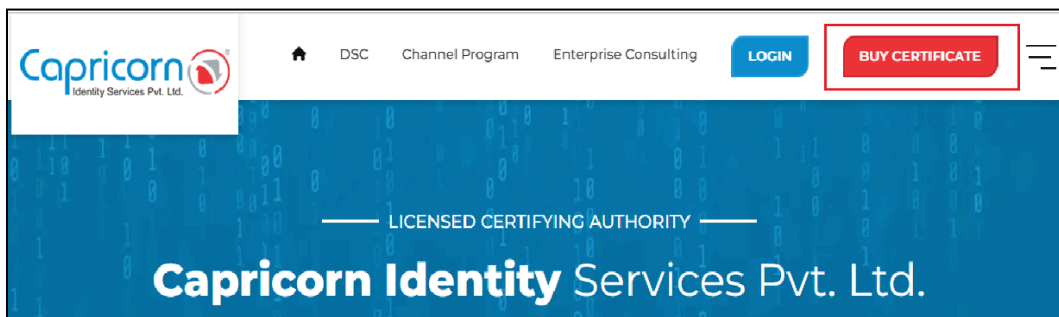
30-JAN-2025

INDIVIDUAL - PAN BASED DSC PROCEDURE

MINIMUM REQUIREMENTS TO PROCESS PAN Based DSC:

1. A scanned copy of the PAN card required
2. A scanned copy of Address Proof is required.
3. Passport size Photo of the applicant in JPG / PNG format.
4. In video verification, the applicant must show the original PAN card and address proof.
5. The mobile number must be registered in the name of the eKYC applicant and verified by CA through the services provided by Telecom 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 choose **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. Select the '**Terms of Services**' and '**I'm not a robot**' checkboxes. Click '**Continue to DSC Enrollment**' 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.

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

Sign 2 Year USB Token Not Required Assistance Services

Personal & Address Details

Name: [Text Field] Mobile with country code: [Text Field]

Email: [Text Field] Mobile OTP: [Text Field] **Get OTP**

Address: [Text Field]

Postal Code: [Text Field] Country: [Dropdown: India]

State: [Text Field] City: [Text Field]

BP Referral Code (Optional): [Text Field] Remark (Optional): [Text Field]

☐ 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: [Image] [Text Field]

Payment Summary

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

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

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:

1. Scanned copy of the PAN card required
2. Scanned copy of Address Proof required.
3. Passport size Photo of the applicant in JPG / PNG format.
4. 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.

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.

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](#) Prev Next Help ?

Verify Email

Email [Change](#)

OTP

[Verify](#) [Get 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](#) Prev Next Help ?

Verify Identity Telecom Service Provider

Mobile Number

OTP

[Verify](#) [Get 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
Applicant Details		
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 Prev Next Help	
Pan Verification	Completed ✓	Upload Your Photo Now 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 Click Here	
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.

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

[Show Certificate and ekyc Details Expand](#)

Pending Actions → Upload Document « Prev Next » | [Help](#)

PAN card *
(As a Identity proof) Scan Copy)

[Upload](#)

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

[Upload](#)

Other Documents

[Upload](#)

Important Note

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

[Show Certificate and ekyc Details Expand](#)

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

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

[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 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 click 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 time 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.

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

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.

Order ID: ORXXXXXX

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form Prev Next Help ?

Shipping Address	Pending	Confirm
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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 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

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form

CERTIFICATE.DIGITAL Individuals
eKyc & Digital Certificate Registration Form

Applicant Name: [Name] Mobile: 919XXXXX01

Email: samuel23@gmail.com PAN Number: 11XXXXXX

eKyc Id: mkg12@capricorn

Class - Sign Year - 2

Address: abc 456

Town/City/District: New Delhi State/Union Territory: Delhi PIN code: 110092

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: 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.

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 submitting 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

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Make Payment

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

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	OR274223335
Transaction ID	395e0cflf478c730f0dccb37d
Payment Status	success
Amount	₹ xxxx /-
Name	xxxxx xxxxx
Mobile	xxxxxxxxxxx
Email	nnn@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 [Prev](#) [Next](#) | [Help ?](#)

Subscriber Agreement and DSC Form eSign

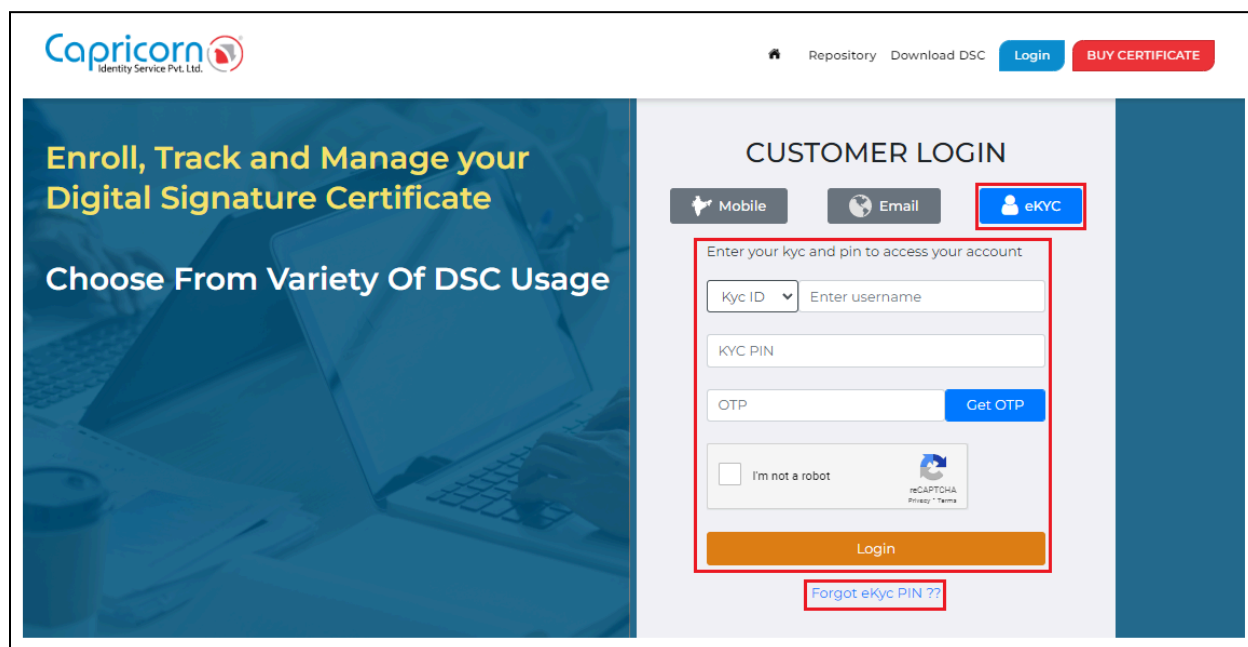
As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will redirected to eSign.Digital to Sign the document

KYCID : tjh98@capricorn

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

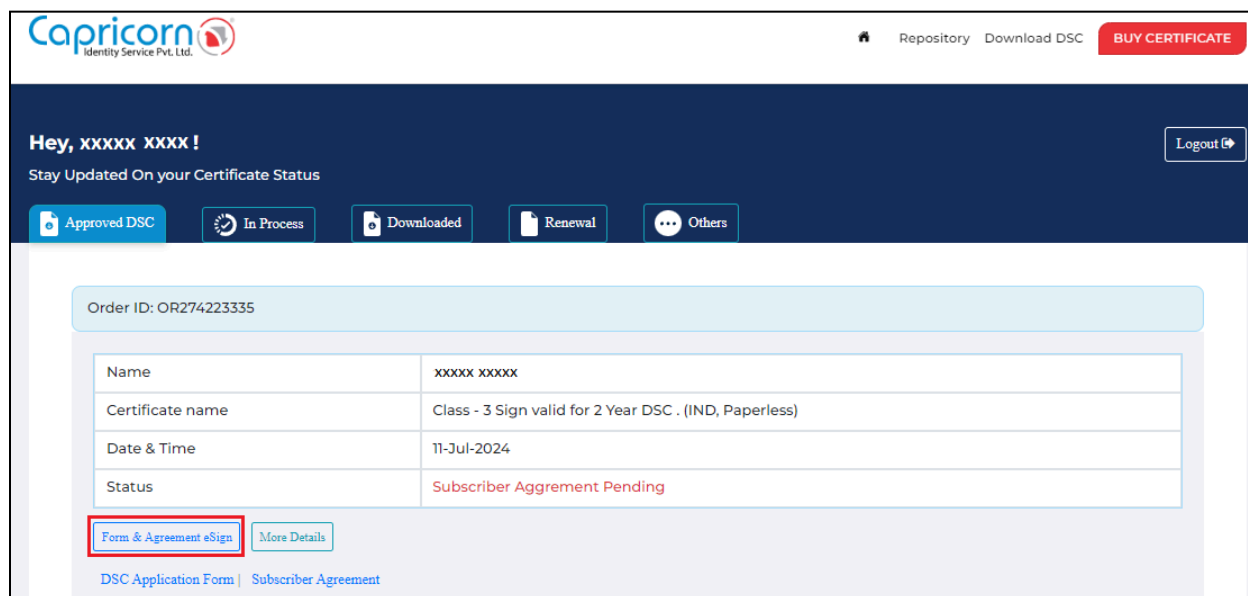
[Forgot PIN ??](#) [eKyc Dashboard](#)

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



The image shows the Capricorn Customer Login page. On the left, there is a blue banner with the text: "Enroll, Track and Manage your Digital Signature Certificate" and "Choose From Variety Of DSC Usage". On the right, the "CUSTOMER LOGIN" section is visible. It includes tabs for "Mobile", "Email", and "eKYC" (which is highlighted with a red box). Below the tabs, there is a form titled "Enter your kyc and pin to access your account". The form contains fields for "Kyc ID" (with a dropdown arrow), "Enter username", "KYC PIN", and "OTP". There is a "Get OTP" button next to the OTP field. Below the form, there is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form is a large orange "Login" button. Below the login button is a link that says "Forgot eKyc PIN ??", which is also highlighted with a red box. At the top right of the page, there are links for "Repository", "Download DSC", "Login", and a red "BUY CERTIFICATE" button.

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 image shows the Capricorn eKYC Dashboard. At the top, there is a dark blue header with the Capricorn logo, "Repository", "Download DSC", and a red "BUY CERTIFICATE" button. Below the header, there is a greeting "Hey, xxxxxx xxxx !" and a "Logout" button. Underneath, there is a section titled "Stay Updated On your Certificate Status" with five tabs: "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". Below the tabs, there is a table showing order details for Order ID: OR274223335. The table has two columns: "Name" and "Value". The rows are: "Name" (xxxxxx xxxxx), "Certificate name" (Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)), "Date & Time" (11-Jul-2024), and "Status" (Subscriber Aggrement Pending). Below the table, there 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".

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

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 confirmation box at the top right states "Well Done! eSign done successfully" with "OK" and "Cancel" buttons. Below the header, there's a navigation bar with tabs: "Approved DSC", "In Process", "Downloaded", "Renewal", and "Others". The main content area displays the "Order ID: OR274223335". Below this is 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 three buttons: "Download DSC" (highlighted with a red box), "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. The top navigation bar includes "Repository", "Download DSC", and a "BUY CERTIFICATE" button. The main content area displays the "Order ID: OR274223335". Below this is 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's a section titled "Download your DSC Now" with a download icon. It contains a table with the following details:

OrderID	OR274223335
Pin code	110001
Download Key	Enter Download

Next to the "Download Key" input field is a button labeled "Update Download Key". Below the table, there's a note: "Note : Download key must be alphanumeric value of length between 5 to 8 character long". At the bottom, there are three buttons: "Download DSC" (highlighted with a red box), "Form & Agreement", and "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”**