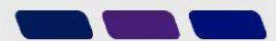


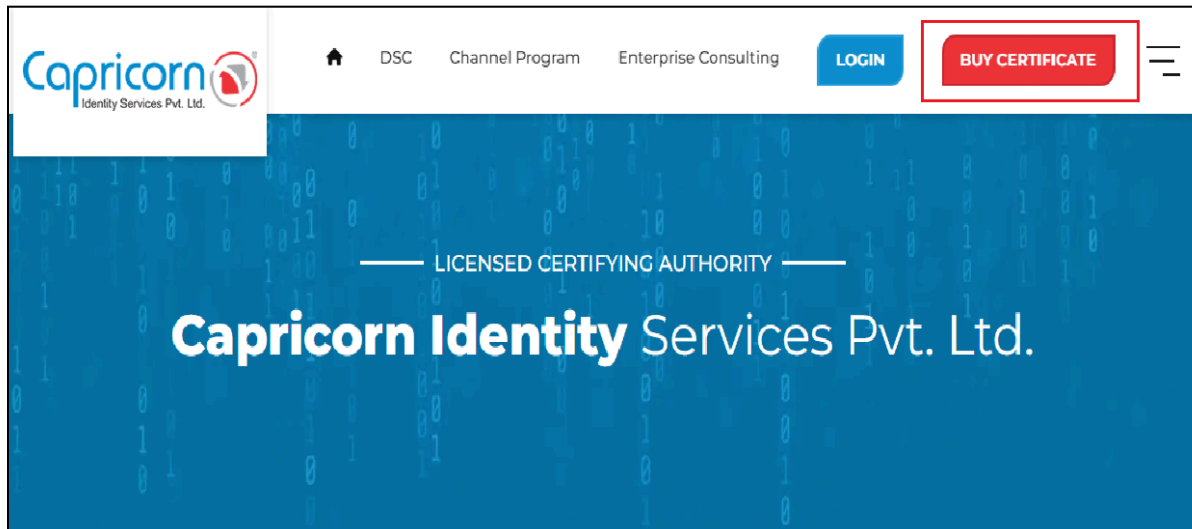


ORGANIZATION BASED DSC PROCEDURE



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**.

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 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 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 **BUSINESS PARTNER PORTAL** under the **ORDER** section.

The screenshot shows a web form for DSC Enrollment. On the left, under 'Personal & Address Details', there are fields for Name, Email, Address, Postal Code, State, Country (set to India), and City. There are also fields for Mobile with country code, Mobile OTP, and a 'Get OTP' button. A 'BP Referral Code (Optional)' field is present. A 'Remark (Optional)' field is highlighted with a red box. Below this is a checkbox for 'I accept the Terms of Service, and I want to proceed'. A CAPTCHA image is also shown, with a red box around it. On the right, a 'Payment Summary' table lists items like Digital Signature (DSC), Assistance Services, and GST, with a total 'Payable Amount'. A blue button labeled 'CONTINUE TO DSC ENROLLMENT' 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 vertical timeline lists steps: Certificate (Completed), eKYC (Pending, highlighted with a red box), Mobile Verification (Completed), Email Verification (Pending), Verification (Level -1) (Waiting), Verification (Level -2) (Waiting), eSign (Waiting), and Download (Waiting). On the right, the 'Applicant Details' section shows fields for Certificate (Class - 3 Sign valid for 2 Year DSC . (ORG, Paperless)), Applicant Name, Email, Mobile, and Organization name. Below this, a 'Pending Actions' section shows three options: 'Authorized Signatory' (highlighted with a red box), 'Employee', and 'Capricorn eKYC'. At the bottom, there are 'Instructions' for Capricorn eKYC.

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 Form
Prev Next

Name

xxxxx xxxxx

Date of Birth

15-08-1980

Email

jhtb@gmail.com

Address

asd 456

Postal Code (PIN)

110001

State

Delhi

eKYC ID

KYC ID

@capricorn

Alphanumeric, start with alphabet, min 4 letter long

GSTIN (Optional)

GSTIN

Organization Type

- Select Organisation Type -

Employee Code

Employee code given by company

Applicant Declarations

☐ I accept the [Terms of Service](#), and IVG I want to proceed.

PAN (Mandatory for Income Tax usage)

LXXXXXXX

Mobile with country code

918586847230

Gender

Male

Country

India

City

New Delhi

eKYC PIN

KYC PIN

6 digit numeric pin

Company Name

abc ltd

Department

department

Aadhaar Number

Last 4 digit

Submit

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 * 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 🕒

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 jhtb@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 🕒

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

- 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

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:

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

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](#)

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 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 click 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.capricorn.digital
- ➔ Remove https://www.capricorn.cash
- ➔ 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.

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 and Submit”** button.

Pending Actions → Update Shippings
Prev Next Help ?

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
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: OR264238940
Created on: Jun 20, 2024 02:20 PM
Show Certificate and eKyc Details Expand

Certificate Digital
Organization

Applicant Name
Email
eKyc Id
Class - 3E Sign Year - 2
Address
Town/City/District
State/Union Territory
PIN code
Organization Name
Department
Organization Type
Employee ID
Documents Submitted
Photo
Video
Applicant Pan card/ Aadhar card

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
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 ensure 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

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	25bxxxxxxxxxxx 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.

You will need to log in using your eKYC credentials.

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 kxxxx ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others Employee eKyc Approval

Order ID: OR264238940

Name	rxxxxh kxxxx
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, rxxxxh kxxxx ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others Employee eKyc Approval

Order ID: OR264238940


Name	rxxxx h 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 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	9JG97X8V	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 know how to download your DSC](#)”.