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## **Gov Authorized** Signatory Approval Procedure

Capricorn Identity Services Pvt. Ltd. Licensed Certifying Authority (CA) under IT Act, 2000.



## **GOVT. AUTHORIZED SIGNATORY APPROVAL PROCEDURE**

Navigate to the **Capricorn website** and select the '**LOGIN**' option to do ORG/GOV Authorized Signatory Approval.



Authorized Signatories of ORG/GOV can log in to access their e-KYC dashboard.

	Repository Download DSC Login BUY CERTIFICATE
Enroll, Track and Manage your Digital Signature Certificate	CUSTOMER LOGIN
Choose From Variety Of DSC Usage	Enter your kyc and pin to access your account



In the dashboard, locate and select 'Enable Permission. ' This will send an email to your authorizing person asking for permission to do signatory approval.

Copricon S			f Reposi	itory Downloa	Well Done! Email has been sent to notify authroized pers permission.	o sk 118070@gmail.com to ion for approval
Hey, Test Person					ок Logout 🕀	Cancel
Stay Updated On your Certificate Status						
Applicants List (employees pending for a	ipproval)					
Employees				Enable P	ermission	
Name / EmployeeID	Email / Mobile / PAN	Certificate	Status	Action		
Test Employee Person <i>OO15</i>	C: 9199XXXXXX	Class - 3 Sign valid for 2 Year DSC . (COV, Paperless)	Signatory Approval Pending	Permission Disabled		

The authorized person linked to the authorized signatory will receive a confirmation email. The authorizing person will receive an email containing two options:

- If you wish to enable signatory permission (Enable Permission)
- If you want to disable signatory permission (Disable Permission)

	Confirmation for Signatory Permission Index ×				₽	Ľ
•	Capricorn Identity Services Pvt. Ltd. «no-reply@certificate.digital» to me *	4:37 PM (1 minute ago)	☆	٢	¢	:
	Dear Authorizing Person					
	This is an online confirmation for the authorized signalory of the organization as per our records.					
	Details of the Signatory:					
	Name : Test Person					
	Organization Name : Green Flag Energies					
	Department :					
	Position/Designation : Senoir					
	We confirm that:					
	The above employee is alive and serves as an authorized signatory of the organization.					
	He/She is authorized to approve the signatures of other employees in the department and the organization.					
	The details provided are accurate to the best of our knowledge.					
•	If you wish to enable signatory permission, click the link below:					
	https://secure2x.certificate.digital/web/signatory/enable/?param=8WI05/9y88Qu3oMgT6PwQMDohrMTvD/5					
	tryou wish to disable signatory permission, click the link below. (2)					
	https://securezx.centilicate.digital/web/signatory/disable/2param=8WIU5Isy88R594CPP21M4vJkn4rpJlowL					
	We thank you for patronizing Capricorn CA.					
	For further assistance, please visit www.certificate.digital, email us at support@certificate.digital, or call us at +91 11 614 00 000.					
	Best Regards,					



Upon clicking the **Enable** Permission link, the details of the authorized signatory will be visible.

To complete the process, click the Enable button.

rder ID: OR314212715	Created on: Nov 28, 2024 12:58 PM
ignatory Details	
Signatory Name	TEST PERSON
Email	test@test.oi 💿
Mobile	91 <b>99XXXXXXXX (</b>
confirm that:	
he above employee is alive and serve	s as an authorized signatory of the organization.
le/She is authorized to approve the sid	gnatures of other employees in the department and the organization.

## After that, it will prompt you, "Signatory Permission Enable Successfully."

Order ID: OR314212715	Created on: Nov 28, 2024 12:58 PM
Signatory Details	
Signatory Name	Test Person
Email	test@test.oi 📀
Mobile	9199XXXXXXXX 👁
	Signatory Permission Enable Successfully.



After enabling the permission, you can click on 'Approve'.

ley, Test Person					Logout 🕞
tay Updated On your Certificate Status					
My Orders Employee eKyc Approval					
Applicants List (employees pending for Employees	approval)				
Name / EmployeeID	Email / Mobile / PAN	Certificate	Status	Action	
Test Employee Person 0015	Stest@testin Stest@testin Stest@testin	Class - 3 Sign valid for 2 Year DSC . (GOV, Paperless)	Signatory Approval Pending	Agreement Approve	

A prompt will confirm that the **e-SIGN** has been completed.

Copricorn S	n Repository Down	• Well Done! •Sign done successfully	
		ОК	Cancel
Hey, rxxxxx kxxxx		Logout 🖨	
Stay Updated On your Certificate Status			
🔂 Approved DSC 😥 In Process 🕞 Downloaded 📑 Renewal 😳 Others 🗗 Employee eKyc Approval			
There are no employees pending for approval at this time.			

The Authorised Signatory Approval process is now complete.