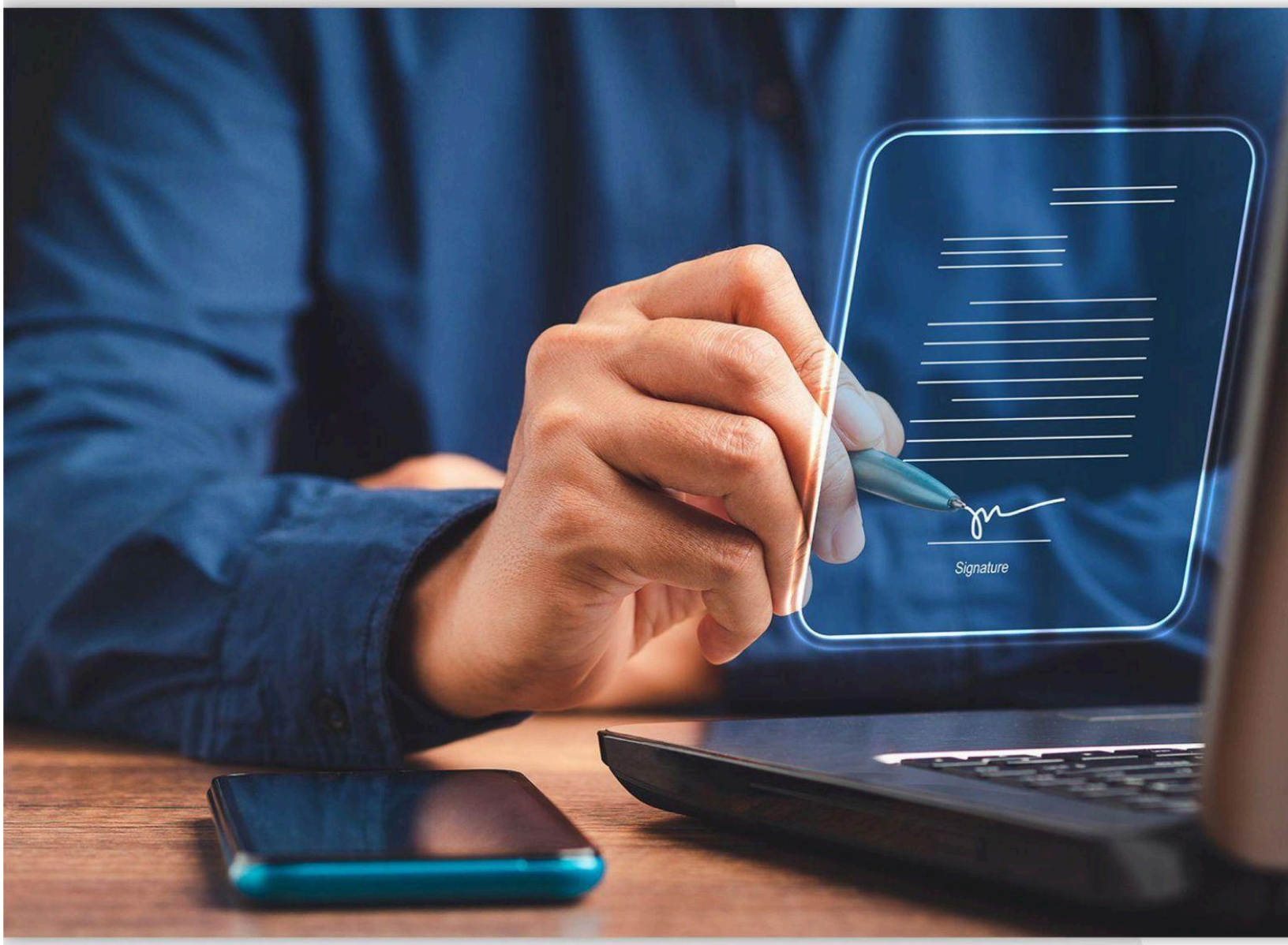
Version 1.1.0
29 November, 2024

Capricorn Identity Services Pvt. Ltd.



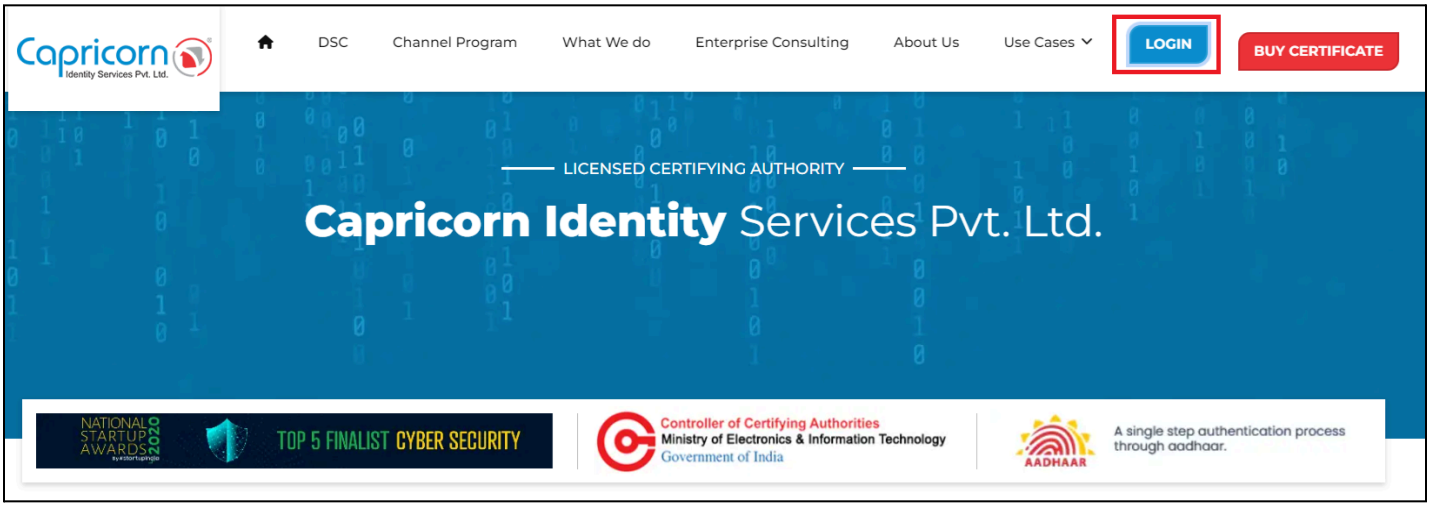
Gov Authorized

Signatory Approval Procedure

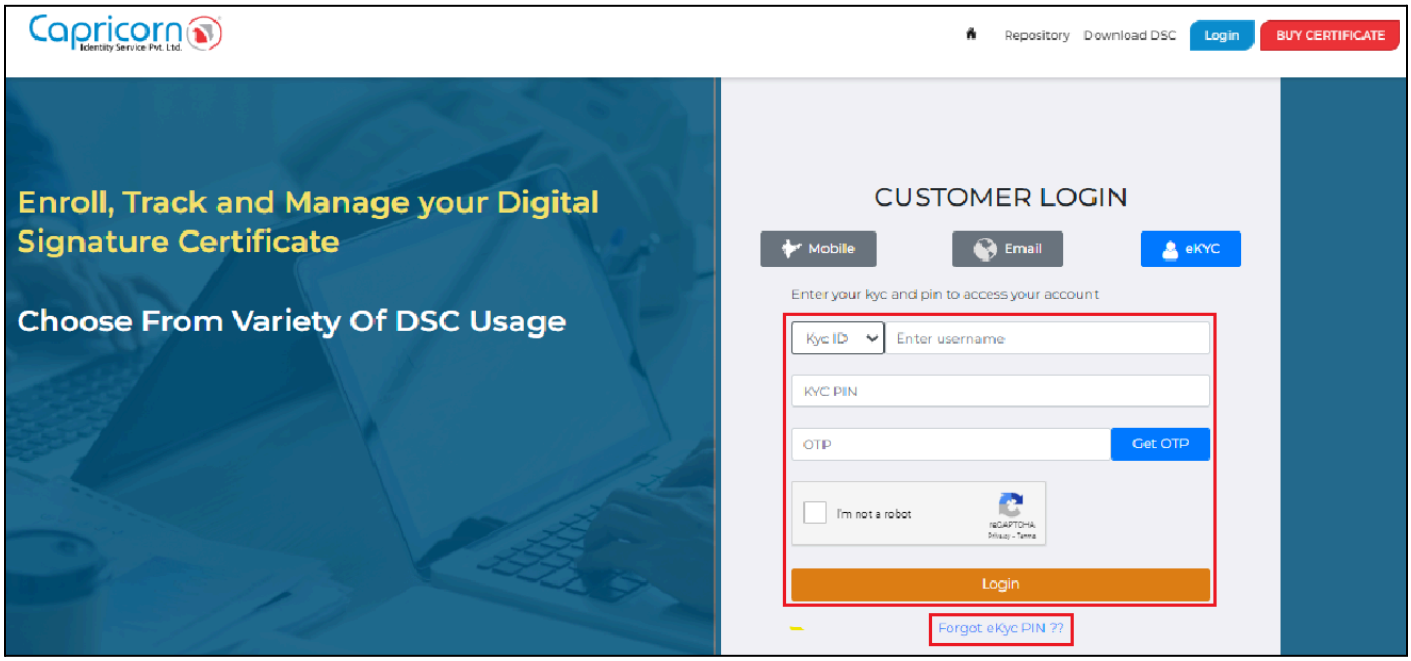
Capricorn Identity Services Pvt. Ltd.
Licensed Certifying Authority (CA) under IT Act, 2000.

GOVT. AUTHORIZED SIGNATORY APPROVAL PROCEDURE

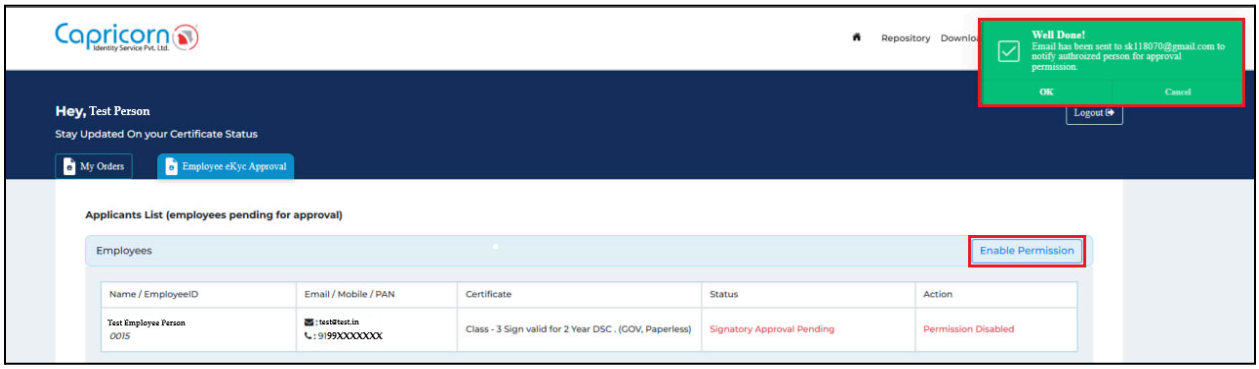
Navigate to the **Capricorn website** and select the '**LOGIN**' option to do ORG/GOV Authorized Signatory Approval.



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

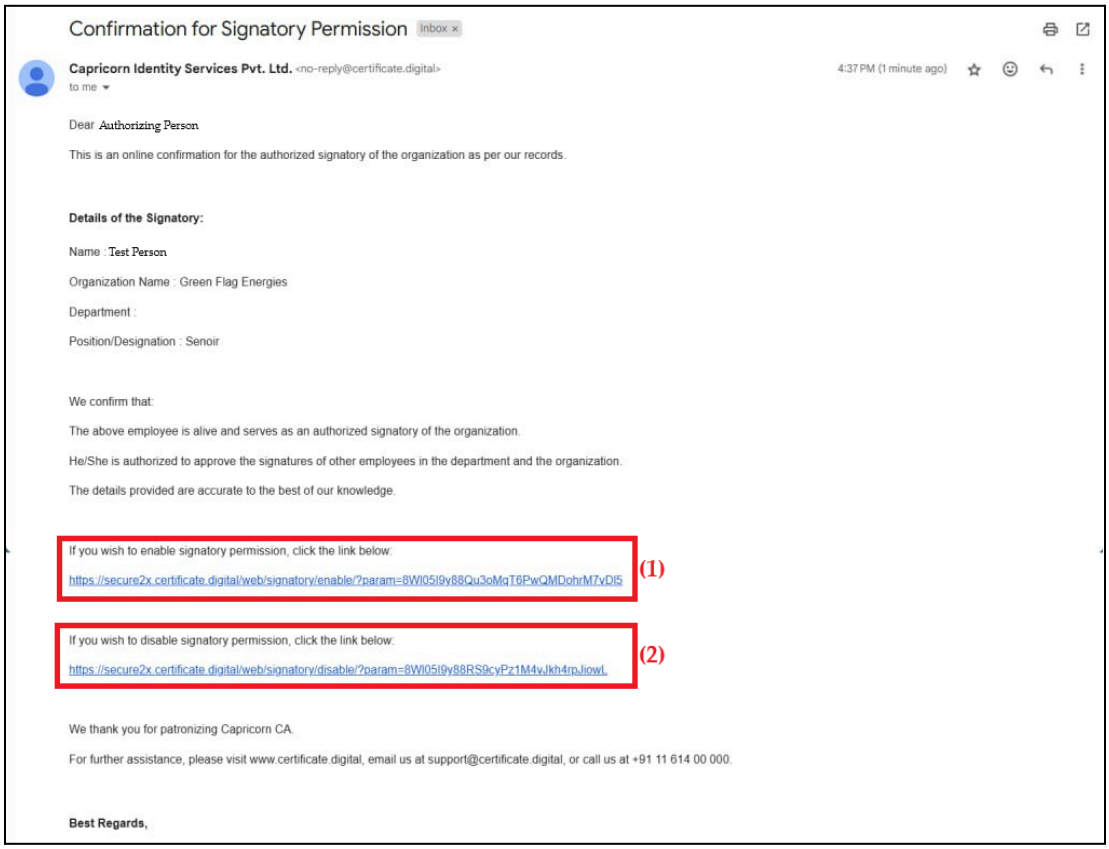


In the dashboard, locate and select '**Enable Permission.** ' This will send an email to your authorizing person asking for permission to do signatory approval.



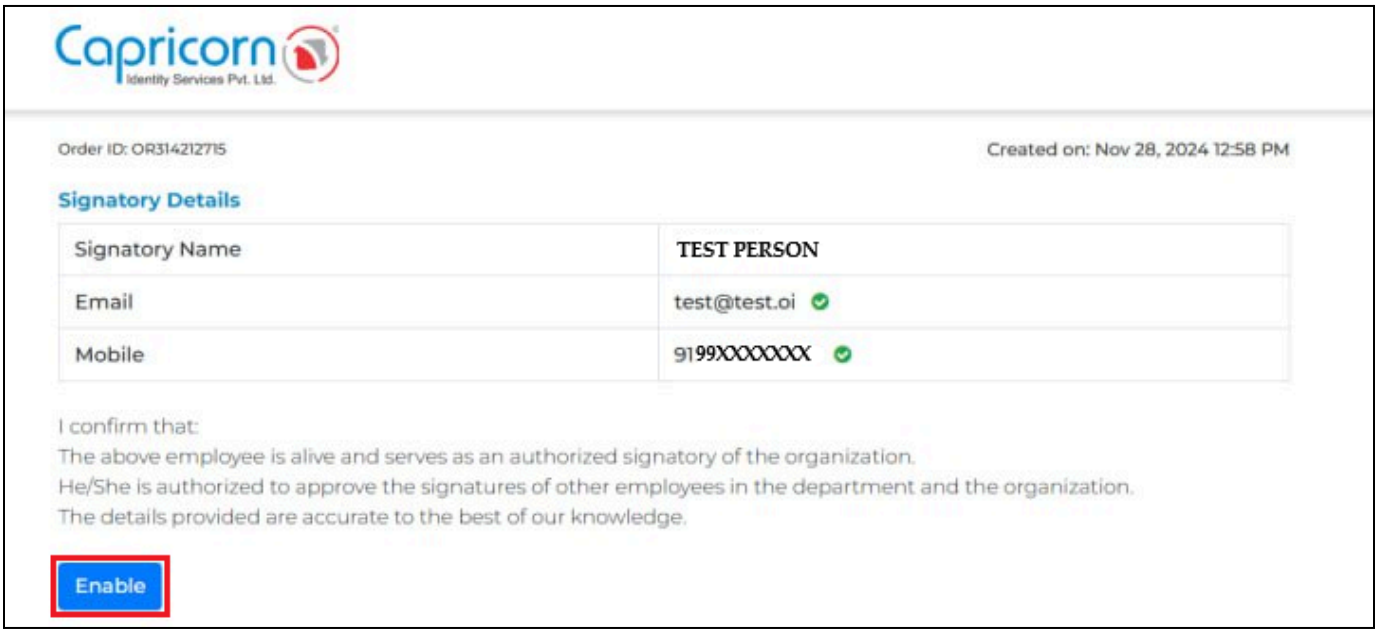
The authorized person linked to the authorized signatory will receive a confirmation email. The authorizing person will receive an email containing two options:

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

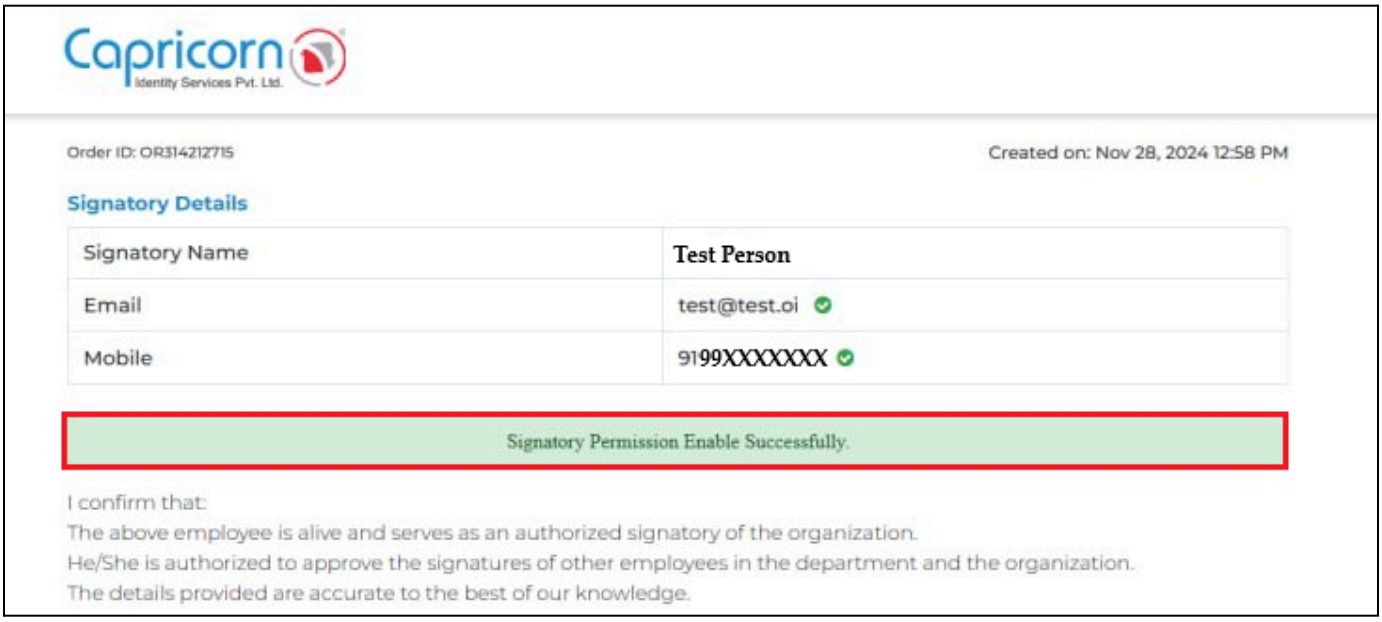


Upon clicking the **Enable** Permission link, the details of the authorized signatory will be visible.

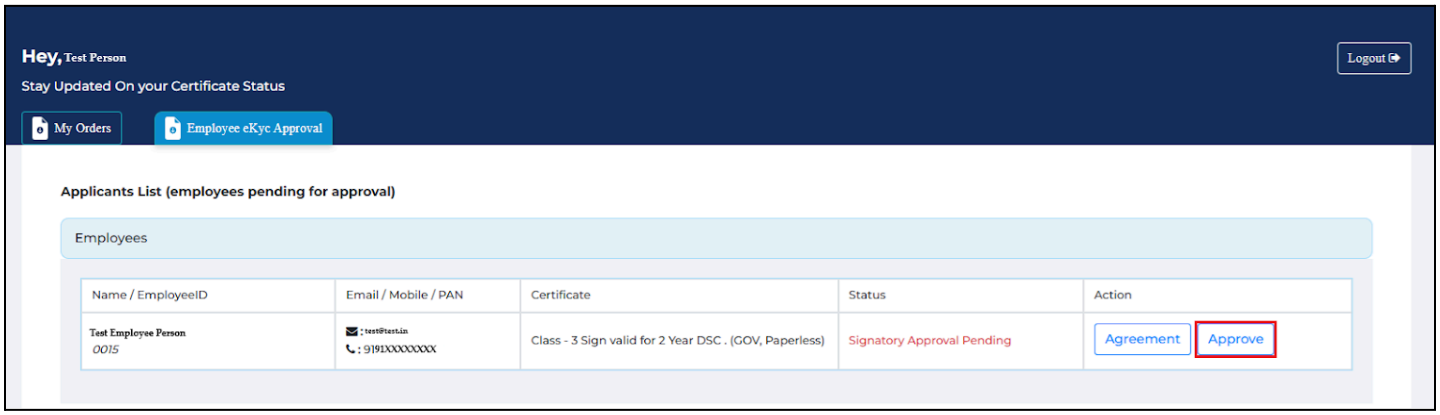
To complete the process, click the Enable button.



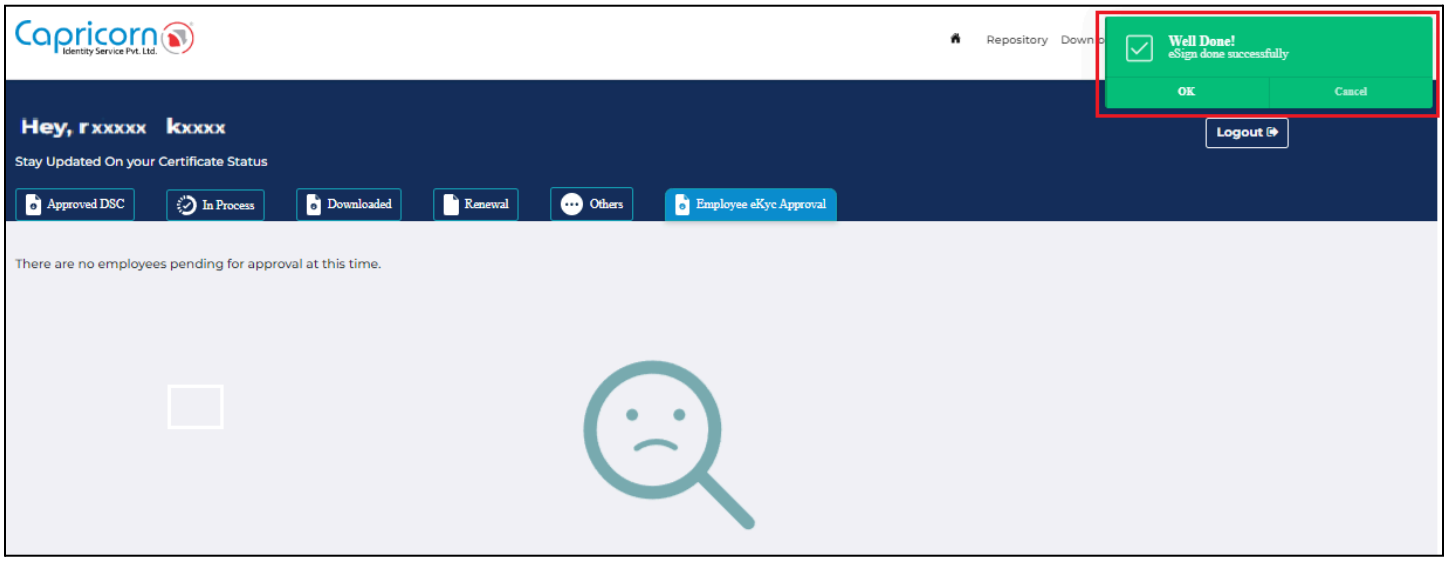
After that, it will prompt you, "**Signatory Permission Enable Successfully.**"



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



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



The Authorised Signatory Approval process is now complete.