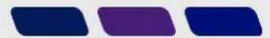


Version 1.1.0
29 November, 2024



Gov Authorized Signatory Approval Procedure



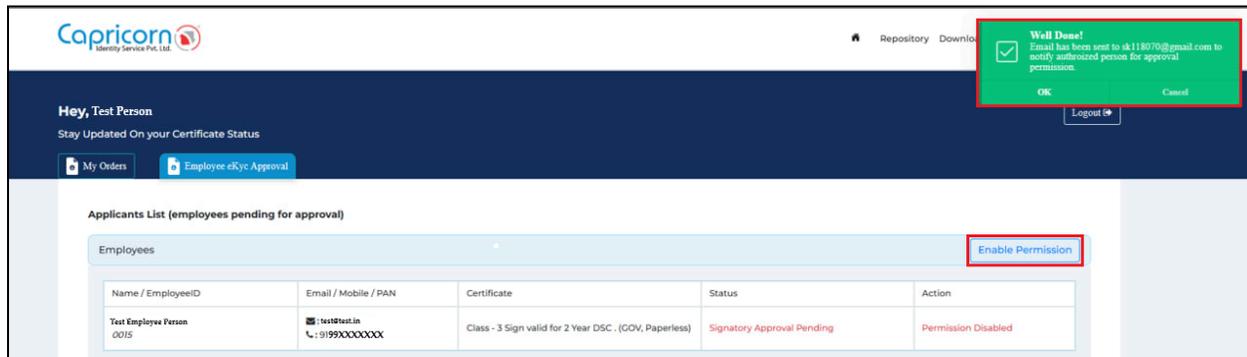
Capricorn Identity Services Pvt. Ltd.
Licensed Certifying Authority (CA) under IT Act, 2000.

GOVT. AUTHORIZED SIGNATORY APPROVAL PROCEDURE

Navigate to the [Capricorn website](#) and select the '**LOGIN**' option to do ORG/GOV Authorized Signatory Approval.

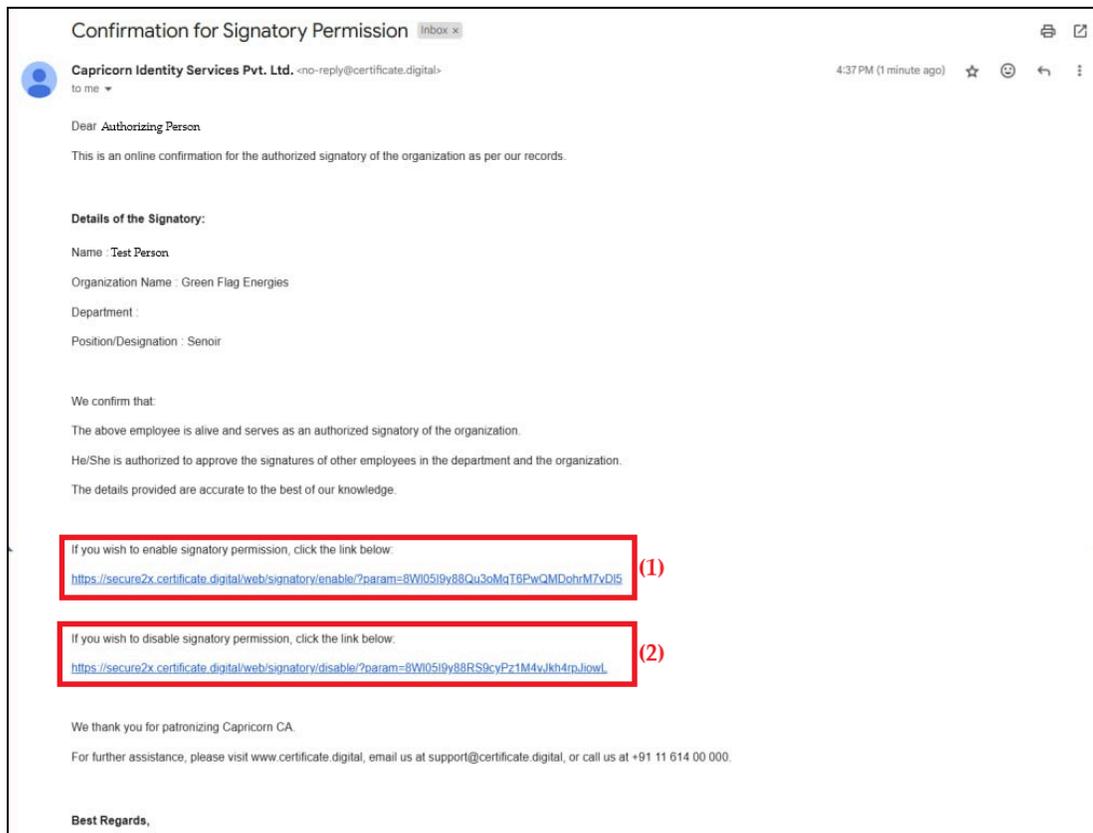
Authorized Signatories of ORG/GOV can log in to access their e-KYC dashboard.

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.

Capricorn Identity Services Pvt. Ltd.

Order ID: OR314212715 Created on: Nov 28, 2024 12:58 PM

Signatory Details

Signatory Name	TEST PERSON
Email	test@test.oi ✓
Mobile	9199XXXXXXX ✓

I 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.

Enable

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

Capricorn Identity Services Pvt. Ltd.

Order ID: OR314212715 Created on: Nov 28, 2024 12:58 PM

Signatory Details

Signatory Name	Test Person
Email	test@test.oi ✓
Mobile	9199XXXXXXX ✓

Signatory Permission Enable Successfully.

I 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.

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

Hey, Test Person
Stay Updated On your Certificate Status

My Orders Employee eKyc Approval

Applicants List (employees pending for approval)

Employees

Name / EmployeeID	Email / Mobile / PAN	Certificate	Status	Action
Test Employee Person 0015	test@tes.in 9191XXXXXXXX	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.

Capricorn
Identity Service Pvt. Ltd.

Repository Download

Well Done!
eSign done successfully

OK Cancel

Hey, r xxxxx kxxxx
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.