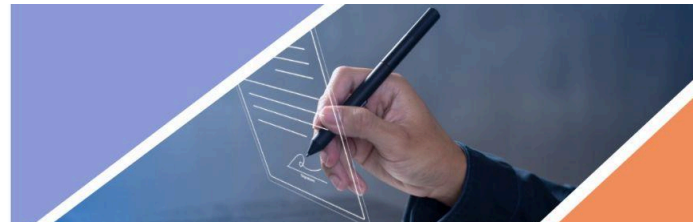




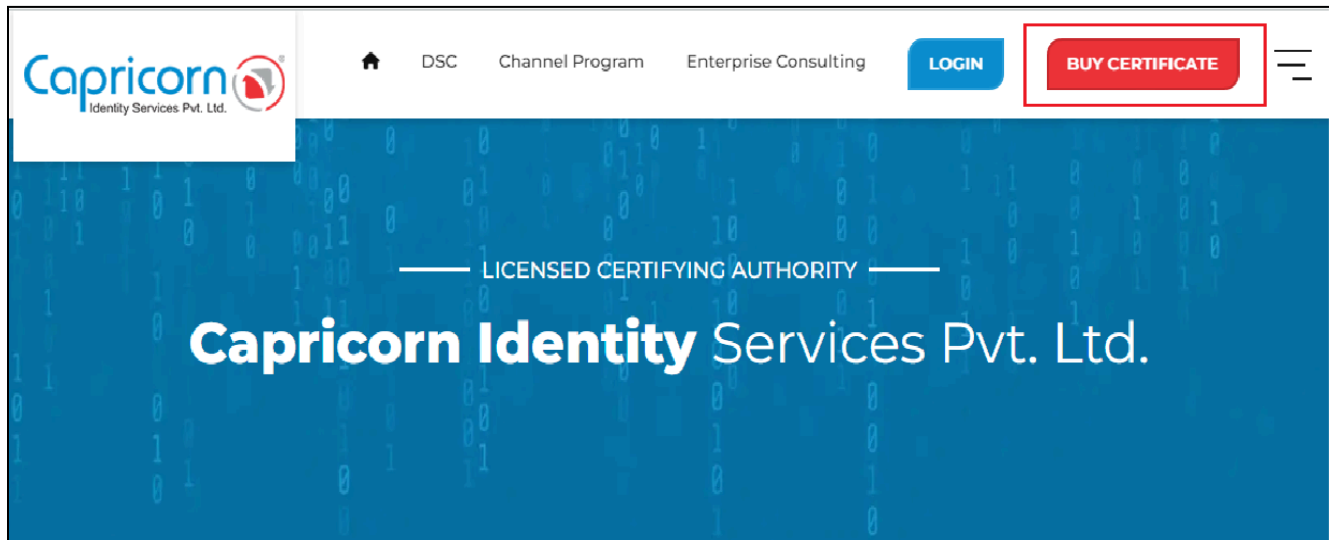
FOREIGN- ORG BASED DSC PROCEDURE

Version 1.0.0
14, July, 2024

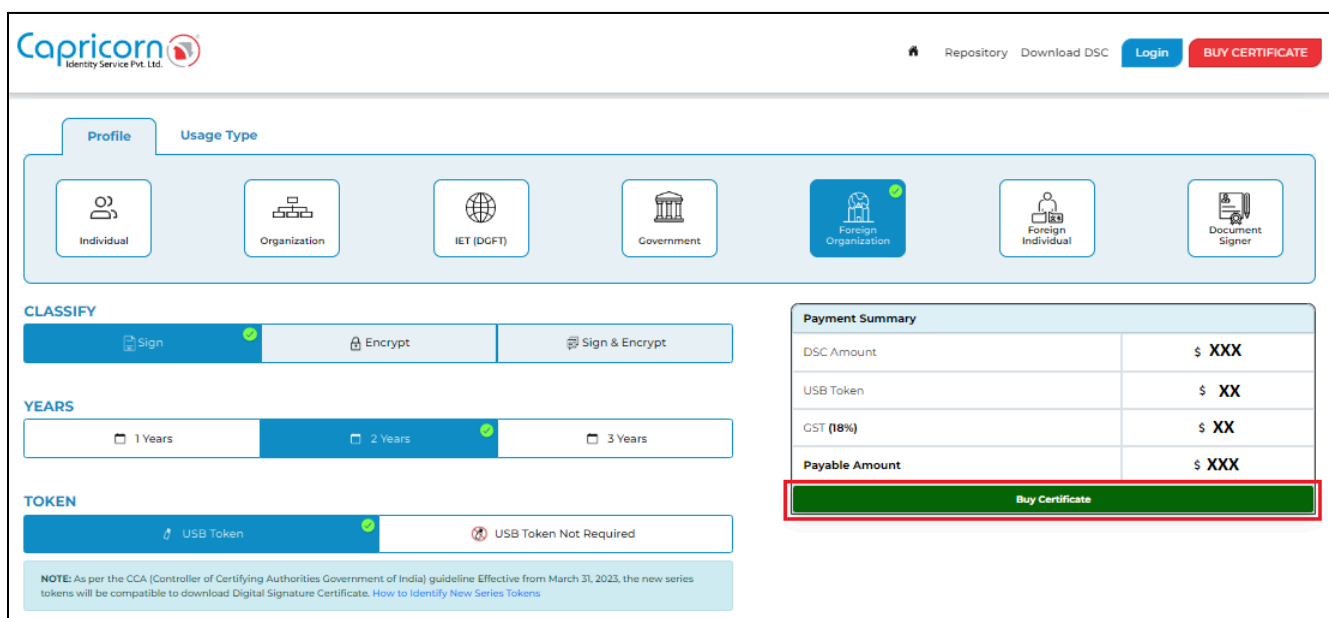


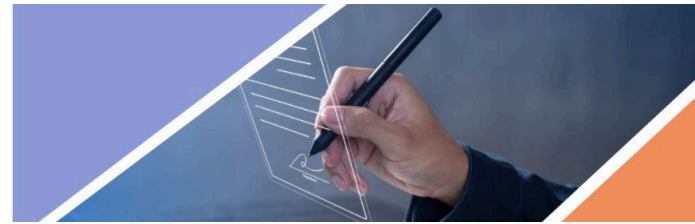
FOREIGN- ORG BASED DSC PROCEDURE

Navigate to the [Capricorn website](#) and select the 'Buy Certificate' option to begin the DSC purchase process.




Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **Foreign Organization DSC** type, click on the 'Buy Certificate' tab. If you want **TOKEN** with your DSC, you need to choose **TOKEN**, else you can select **USB TOKEN NOT REQUIRED**.












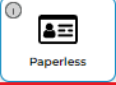
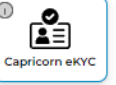


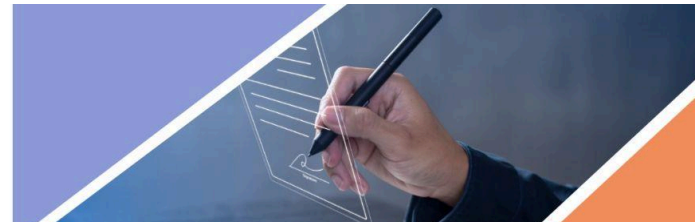
Fill in your details including your Name, Email address, Mobile number, and Address. Click on the '**Get OTP**' button. If you have a BP Referral Code, please enter it in its field, and if you don't, you can proceed without a BP Referral Code.

Enter the OTP received on your Email ID. 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.

Personal & Address Details	Payment Summary								
<p>Name</p> <p>Ex: John <input type="text"/></p> <p>Mobile with country code</p> <p>Mobile <input type="text"/></p> <p>Email</p> <p>Email <input type="text"/></p> <p>Email OTP</p> <p>Enter Email OTP <input type="text"/> Get OTP</p> <p>Address</p> <p>Address <input type="text"/></p> <p>Postal Code</p> <p>Pin Code <input type="text"/></p> <p>Country</p> <p>Country Name <input type="text"/></p> <p>State</p> <p>State <input type="text"/></p> <p>City</p> <p>City <input type="text"/></p> <p>BP Referral Code (Optional)</p> <p>Referral Code <input type="text"/></p> <p><input type="checkbox"/> I accept the Terms of Service, and I want to proceed</p> <p><small>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.</small></p> <p><small>Note: If you want to proceed with the offline Aadhar eKYC process, please use the mobile number registered with Aadhar for authentication.</small></p> <p><input type="checkbox"/> I'm not a robot </p>	<table border="1"> <tr> <td>Digital Signature (DSC)</td> <td style="text-align: right;">\$ XXX</td> </tr> <tr> <td>USB Token</td> <td style="text-align: right;">\$ XX</td> </tr> <tr> <td>GST (18%)</td> <td style="text-align: right;">\$ XX</td> </tr> <tr> <td>Payable Amount</td> <td style="text-align: right;">\$ XXX</td> </tr> </table> <p style="text-align: center; background-color: #0070C0; color: white; padding: 5px;">CONTINUE TO DSC ENROLLMENT</p>	Digital Signature (DSC)	\$ XXX	USB Token	\$ XX	GST (18%)	\$ XX	Payable Amount	\$ XXX
Digital Signature (DSC)	\$ XXX								
USB Token	\$ XX								
GST (18%)	\$ XX								
Payable Amount	\$ XXX								

Click on the '**Paperless**' option to proceed with your DSC application.

ORDER STATUS	Order ID: OR264210296	Created on: Jun 26, 2024 03:31 PM
<p> Certificate Completed ✔</p> <p> eKyc Pending 🕒</p> <p> Mobile Verification Pending 🕒</p> <p> Email Verification Completed ✔</p> <p> Verification (Level -1) Waiting 🕒</p> <p> Verification (Level -2) Waiting 🕒</p> <p> Payment Waiting 🕒</p> <p> eSign Waiting 🕒</p> <p> Download Waiting 🕒</p>	<p style="text-align: center;">Show Certificate and ekyc Details Expand</p> <p style="background-color: #FFD700; padding: 5px;">Pending Actions → Application Form ◀ Prev Next ▶ Help ?</p> <div style="display: flex; justify-content: space-around; border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #0070C0; padding: 5px; text-align: center;">  Paperless </div> <div style="border: 1px solid #0070C0; padding: 5px; text-align: center;">  Capricorn eKYC </div> </div> <p>Instructions</p> <p>Capricorn eKYC: If You Have an Approved e-Kyc Account Login to Your e-Kyc Account And Apply for DSC In video verification, the Applicant does not need to show any documents.</p> <p>NOTE: For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:</p> <ol style="list-style-type: none"> PAN Name on PAN Date of Birth (DOB) 	



Please fill in the required details with 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.

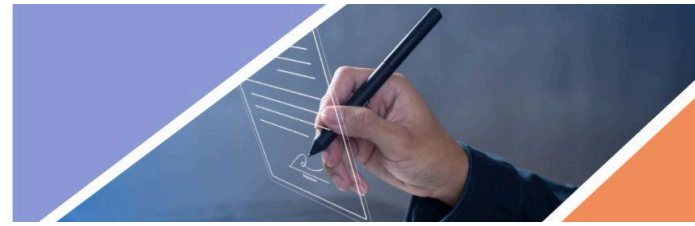
Pending Actions → Application Form ← Prev Next → | Help ?

Name <input type="text" value="name"/>	PAN (Mandatory for Income Tax usage) <input type="text" value="PAN"/>
Date of Birth <input type="text" value="dd-mm-yyyy"/>	Mobile with country code <input type="text" value="mobile"/>
Email <input type="text" value="test6626@gmail.com"/>	Gender <input type="text" value="Select Gender"/>
Address <input type="text" value="abc 1233"/>	
Postal Code (PIN) <input type="text" value="10004"/>	Country <input type="text" value="United States"/>
State <input type="text" value="newyork"/>	City <input type="text" value="newyork"/>
eKYC ID <input type="text" value="KYC ID @capricorn"/> <small>Alphanumeric, start with alphabet, min 4 letter long</small>	eKYC PIN <input type="text" value="KYC PIN"/> <small>6 digit numeric pin</small>
GSTIN (Optional) <input type="text" value="GSTIN"/>	Company Name <input type="text" value="company name"/>
Organization Type <input type="text" value="- Select Organisation Type -"/>	Department <input type="text" value="department"/>
Company Registration ID <input type="text" value="Company Registration ID"/>	Employee Code <input type="text" value="Employee code given by company"/>

Applicant Declaration: I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate.Digital CPS and the [Subscriber Agreement](#), I would abide by the same. The information provided in this application form is Correct and true in all respect.

Section 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.

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



If you have mentioned your PAN number, you have to verify your **NAME** and **DATE** of Birth as per your PAN/NSDL Data.

ORDER STATUS

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify PAN [← Prev](#) [Next →](#) | [Help ?](#)

Verify PAN

Name * PAN *

Date of Birth * Change name in order

ORDER STATUS

- Certificate Completed ✓
- eKyc Completed ✓
- Pan Verification Pending** ⌚
- Mobile Verification Completed ✓
- Email Verification Pending ⌚
- Video Pending ⌚

Verify your **'Mobile Number'** by following the prompts to complete the Mobile verification process.

ORDER STATUS

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details [Expand](#)

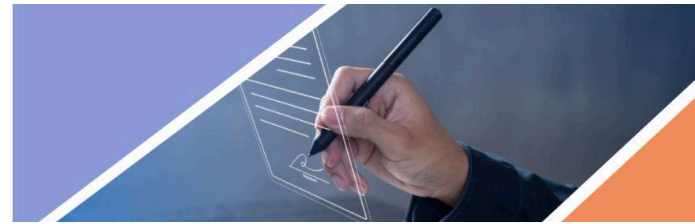
Pending Actions → Mobile Verification [← Prev](#) [Next →](#) | [Help ?](#)

Verify Mobile

Mobile Number OTP

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 ⌚



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
- Video Pending
- Application Form* Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details Expand

Pending Actions → Upload Photo

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.

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: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and ekyc Details Expand

Pending Actions → Upload Document

Identity proof of Applicant*
(The scanned copy of Passport/Local Govt issued identity/ Organisational ID Proof) Upload

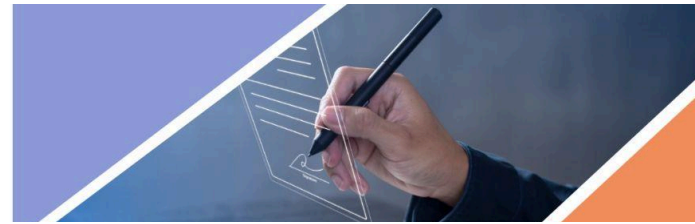
Certificate of Incorporation*
(Company's Registration Certificate (as an entity proof*)) Upload

Authorisation letter* Upload

Authorised Signatory Id Proof*
(The scanned copy of Passport/Local Govt issued identity/ Organisational ID Proof) Upload

List of Directors*
(Any organization documents that contain applicant or authorized person's name) 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.



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: **OR264210296** Created on: Jun 26, 2024 03:31 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.

- 📄 Identity proof of Applicant
- 📄 Certificate of Incorporation
- 📄 Authorisation letter

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 OR264210296

Please show your original documents while recording video.

- 📄 Identity proof of Applicant
- 📄 Certificate of Incorporation
- 📄 Authorisation letter

Please speak line below while recording video
You can select your own language

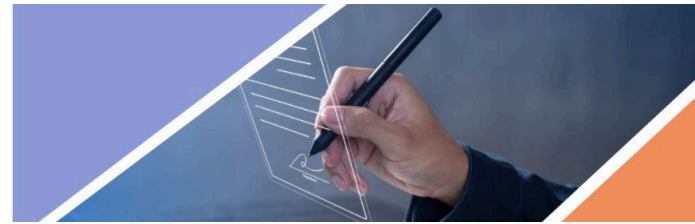
English Hindi

I, sxxxx sxxxx with video code 781 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 Video' button and click on 'Submit' to complete the video recording confirmation.

Record Video for DSC Order Id OR264210296

Please show your original documents while recording video.

- 🔗 Identity proof of Applicant
- 🔗 Certificate of Incorporation
- 🔗 Authorisation letter

Please speak line below while recording video
You can select your own language

English Hindi

I, sxxxx sxxxx with video code 810 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 OR264210296

Please show your original documents while recording video.

- 🔗 Identity proof of Applicant
- 🔗 Certificate of Incorporation
- 🔗 Authorisation letter

Please speak line below while recording video
You can select your own language

English Hindi

I, sxxxx sxxxx with video code 810 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 on 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 26-Jun-2024 04:28 PM

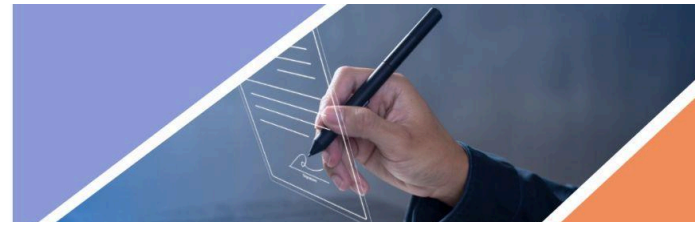
Please show your original documents while recording video.

- 🔗 Identity proof of Applicant
- 🔗 Certificate of Incorporation
- 🔗 Authorisation letter



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
------------------	---------	----------------

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 ?](#)

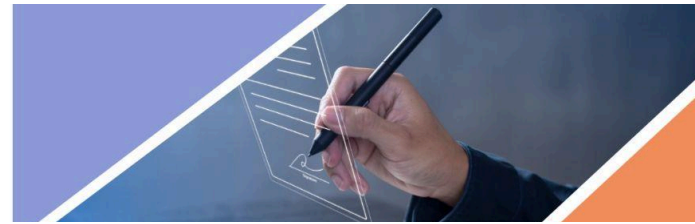
Update Shippings

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 verifications, 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
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 PM

Show Certificate and eKyc Details Expand

Pending Actions → Application Form

CERTIFICATE.DIGITAL Foreign Organization
eKyc & Digital Certificate Registration Form Form ID: OR264210296

Applicant Name: XXXXXXXXXX Mobile: 9999999999
Email: test1626@gmail.com PAN Number: XXXXXXXXXX
eKyc Id: nmbh@capricorn

Class - 3 Sign Year - 2

Address

abc 1233

Town/City/District: newyork State/Union Territory: newyork PIN code: 10004

Organization Name: abc ltd Department: admin
Organization Type: CORPORATE ENTITIES Employee ID: 000345

Documents Submitted

- Photo
- Video
- Identity proof of Applicant

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.

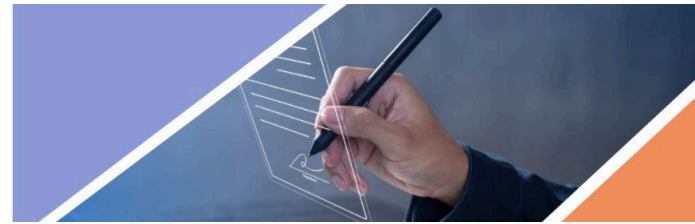
Applicant Declaration

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: 26 Jun, 2024 04:55 PM
Place: newyork

Submit Application Form

Once the application form is submitted, your order will be sent for verification. The verification will be conducted by Capricorn CA. Please wait for this process to be completed



After your order has been verified, you will need to finalize the payment for your order. Make sure to complete this step to ensure the processing of 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: OR264210296 Created on: Jun 26, 2024 03:31 PM

[Show Certificate and ekyc Details](#) [Expand](#)

Pending Actions → [Make Payment](#) ⏪ Prev Next ⏩ | [Help?](#)

Payment Summary	
DSC Amount	\$ XXX
USB Amount	\$ XX
GST (18%)	\$ XX
Payable Amount	\$ XXX

Choose A Payment Options

Online Payment Gateway
Credit Card, Debit Card, Net Banking, UPI e.t.c

Have a coupon code?

[Need Help? Contact Us](#)

Once the payment is completed, a prompt will appear. Click on '**CONTINUE TO DSC ENROLLMENT**' to proceed to the next steps.

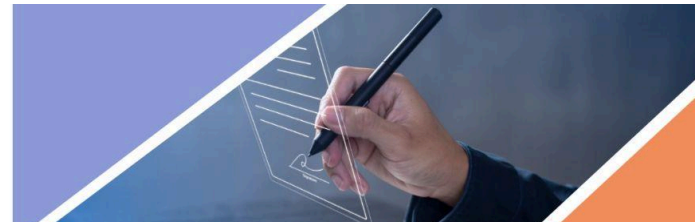
Payment Successful!

Transaction Details

Order ID	OR264210296
Transaction ID	25171fd1c1ceff13f1018e669
Payment Status	success
Amount	\$ XXXX -/-
Name	XXXX XXXX
Mobile	919XXXXXXXX
Email	a.xxxxx 3@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

Order ID: OR264210296 Created on: Jun 26, 2024 03:31 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 be redirected to eSign.Digital to Sign the document

KYCID : nmbh@capricorn

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

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

Order Status Progress:

- 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 ⏳

You will need to log in using your eKYC credentials.

Capricorn Identity Service Pvt. Ltd.

Repository Download DSC [Login](#) [BUY CERTIFICATE](#)

Enroll, Track and Manage your Digital Signature Certificate

Choose From Variety Of DSC Usage

CUSTOMER LOGIN

[Mobile](#) [Email](#) [eKYC](#)

Enter your kyc and pin to access your account

Kyc ID Enter username

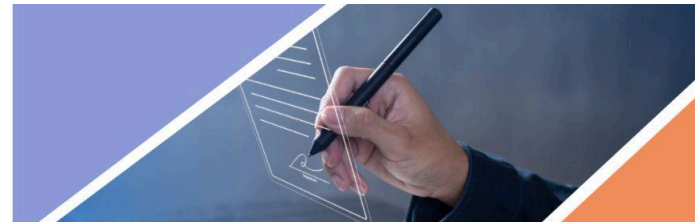
KYC PIN

OTP [Get OTP](#)

I'm not a robot

[Login](#)

[Forgot eKyc-PIN ??](#)



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 screenshot shows the Capricorn Identity Service Pvt. Ltd. dashboard. At the top, there is a navigation bar with 'Repository', 'Download DSC', and a 'BUY CERTIFICATE' button. Below this, a user greeting 'Hey, sxxxx sxxxx!' is displayed along with a 'Logout' button. A status bar contains buttons for 'Approved DSC', 'In Process', 'Downloaded', 'Renewal', and 'Others'. The main content area features an order summary for Order ID: OR264210296. The summary table is as follows:

Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FOR, Paperless)
Date & Time	26-Jun-2024
Status	Subscriber Aggrement Pending

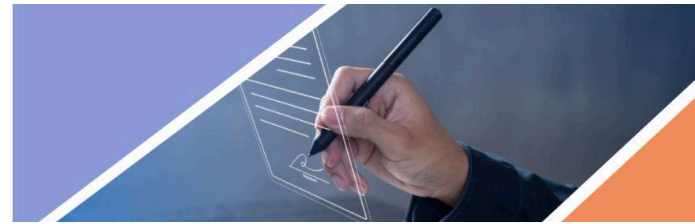
Below the table, there are two buttons: 'Form & Agreement eSign' (highlighted with a red box) and 'More Details'. At the bottom, there are links for 'DSC Application Form' and 'Subscriber Agreement'.

Your Subscriber Agreement will now be signed electronically. This completes the eSign process for your order.

This screenshot shows the same dashboard after the eSign process is complete. A green success message box is visible in the top right corner, containing a checkmark icon and the text 'Well Done! eSign done successfully', with 'OK' and 'Cancel' buttons. The order summary table now shows the status as 'Download Pending':

Name	sxxxx sxxxx
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FOR, Paperless)
Date & Time	26-Jun-2024
Status	Download Pending

At the bottom of the summary area, the 'Download DSC' button is now highlighted with a red box, and the 'Form & Agreement' button is no longer present.



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. web portal. At the top, there is a navigation bar with the Capricorn logo, a home icon, and links for 'Repository', 'Download DSC', and a red 'BUY CERTIFICATE' button. Below the navigation bar is a dark blue header with several status buttons: 'Approved DSC', 'In Process', 'Downloaded', 'Renewal', and 'Others'. The main content area displays the order ID 'OR264210296' and a table with the following details:

Name	SXXXX SXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FOR, Paperless)
Date & Time	26-Jun-2024
Status	Download Pending

Below the table, there is a section titled 'Download your DSC Now' with a download icon. It contains a table with the following information:

OrderID	OR264210296
Pin code	10004
Download Key	<input type="text"/> <input type="button" value="Update Download Key"/>

At the bottom of this section, there is a red-bordered button labeled 'Download DSC'. Below the main content area, there are two more buttons: 'Form & Agreement' and 'More Details'.

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