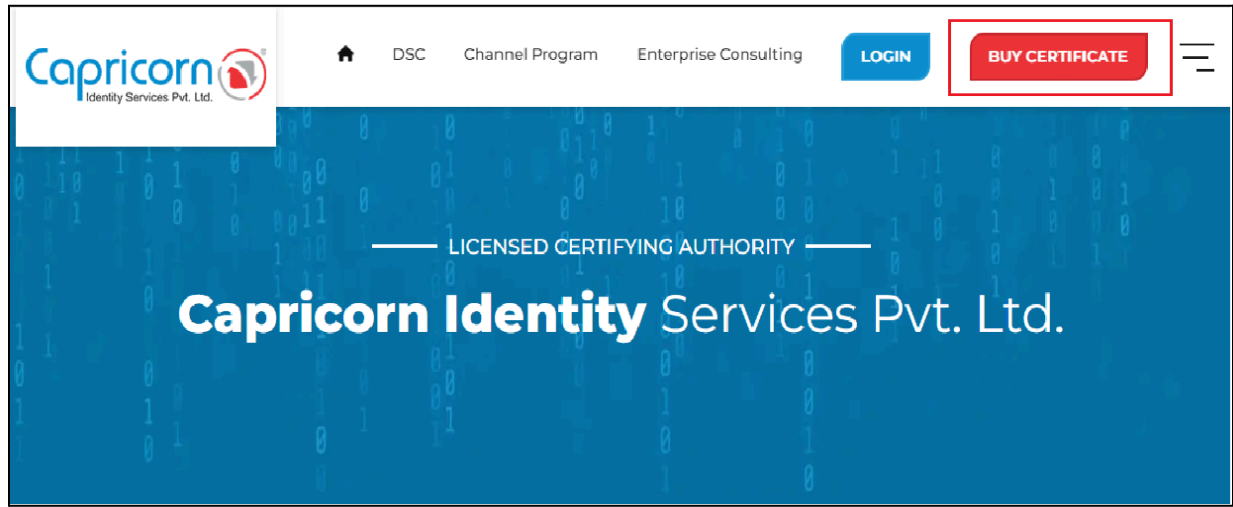


# IET / DGFT-BASED DSC PROCEDURE

Version 1.0.0  
14 July, 2024

## IET/DGFT-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 **IET 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**.

Payment Summary	
DSC Amount	₹ XXXX
USB Token	₹ XXX
GST (18%)	₹ XXX
<b>Payable Amount</b>	<b>₹ XXXX</b>

**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.

Capricorn Identity Services Pvt. Ltd. Repository Download DSC Dashboard BUY CERTIFICATE

Class - 3 Sign valid for 2 Year IET (IET, Paperless) [CHANGE]

IET (DGFT) Sign 2 Year USB Token

**Personal & Address Details**

Name: [Text Field] Mobile with country code: [Text Field]

Email: [Text Field] Mobile OTP: [Text Field] **Get OTP**

Address: [Text Field]

Postal Code: [Text Field] Country: India

State: [Text Field] City: [Text Field]

BP Referral Code (Optional): [Text Field]

I accept the Terms of Service, and I want to proceed

I'm not a robot [CAPTCHA]

**Payment Summary**

Digital Signature (DSC)	₹ XXXX
USB Token	₹ XXX
CST (18%)	₹ XXX
<b>Payable Amount</b>	<b>₹ XXXX</b>

**CONTINUE TO DSC ENROLLMENT**

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

**ORDER STATUS** Order ID: OR264228202 Created on: Jun 24, 2024 11:53 AM

Certificate Completed [Green Checkmark]

**eKyc Pending** [Red Clock Icon]

Mobile Verification Completed [Green Checkmark]

Email Verification Pending [Red Clock Icon]

Verification (Level -1) Waiting [Yellow Clock Icon]

Verification (Level -2) Waiting [Yellow Clock Icon]

Payment Waiting [Yellow Clock Icon]

eSign Waiting [Yellow Clock Icon]

Download Waiting [Yellow Clock Icon]

**Pending Actions** → Application Form [Prev Next Help ?]

**Authorized Signatory** [Selected] Employee Capricorn eKYC

**Instructions**

**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.

**NOTE:** For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:  
a) PAN  
b) Name on PAN  
c) Date of Birth (DOB)  
d) Aadhaar seeding status (Aadhaar number linked with PAN)

Please fill in the required details:

- 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.
- IEC CODE
- Branch code as per your ORGANISATION address

Select the checkbox to accept the '**Terms of Service**' and IVG. Click '**Submit**' to move forward.

Pending Actions → Application Form
← Prev Next → | [Help ?](#)

<p><b>Name</b></p> <input type="text" value="SXXXX SXXXX"/>	<p><b>PAN (Mandatory for Income Tax usage)</b></p> <input type="text" value="PAN"/>
<p><b>Date of Birth</b></p> <input type="text" value="dd- ----yyyy"/>	<p><b>Mobile with country code</b></p> <input type="text" value="919 XXXXXXXX"/>
<p><b>Email</b></p> <input type="text" value="TESST888@GMAIL.COM"/>	<p><b>Gender</b></p> <input type="text" value="Select Gender"/>
<p><b>Address</b></p> <input style="width: 100%;" type="text" value="abc 1233"/>	
<p><b>Postal Code (PIN)</b></p> <input type="text" value="1XXXXQ"/>	<p><b>Country</b></p> <input type="text" value="India"/>
<p><b>State</b></p> <input type="text" value="Delhi"/>	<p><b>City</b></p> <input type="text" value="XXXXDelhi"/>
<p><b>eKYC ID</b></p> <input type="text" value="KYC ID"/> <p><small>Alphanumeric, start with alphabet, min 4 letter long</small></p>	<p><b>eKYC PIN</b></p> <input type="text" value="KYC PIN"/> <p><small>6 digit numeric pin</small></p>
<p><b>GSTIN ( Optional )</b></p> <input type="text" value="GSTIN"/>	<p><b>Company Name</b></p> <input type="text" value="company name"/>
<p><b>Organization Type</b></p> <input type="text" value="- Select Organisation Type -"/>	<p><b>PAN organization</b></p> <input type="text" value="PAN ORGANIZATION"/>
<p><b>IEC Code</b></p> <input type="text" value="IEC CODE"/>	<p><b>Branch Code</b></p> <input type="text" value="000"/>
<p><b>Employee Code</b></p> <input type="text" value="Employee code given by company"/>	<p><b>Aadhaar Number</b></p> <input type="text" value="Last 4 digit"/>

**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.

**Submit**



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: OR264228202 Created on: Jun 24, 2024 11:53 AM

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: OR264228202 Created on: Jun 24, 2024 11:53 AM

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\***  
(PAN, Passport or Driving License) or organizational ID card)) [Upload](#)

**Organization Pan card\*** [Upload](#)

**Other Documents**  
(If you Required) [Upload](#)

**Copy of IEC Certificate\*** [Upload](#)

Important Notes:  
 1. It is mandatory to display original documents along with IEC Certificate during video recording  
 2. If the document has personal information on both sides, please scan both sides and upload it as single PDF.  
 3. The address should be same as branch code, Which is given in the IEC certificate. (State, Pin code and City)  
 4. The Organization name should be matched with the IEC certificate.  
 5. Copy of List of Directors, CA shall cross verify with details in MCA website.

Click on 'Start Video Recording' to initiate video verification.

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.



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 OR264228202

Please show your original documents while recording video.

- 🔗 Applicant Pan card/ Aadhar card
- 🔗 Authorized signatory letter/ Board resolution
- 🔗 Organization bank statement
- 🔗 Certificate of incorporation
- 🔗 Copy of IEC Certificate

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

English Hindi

I, Sxxxx Sxxxx with video code 179 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 OR264228202

Please show your original documents while recording video.

- 🔗 Applicant Pan card/ Aadhar card
- 🔗 Authorized signatory letter/ Board resolution
- 🔗 Organization bank statement
- 🔗 Certificate of incorporation
- 🔗 Copy of IEC Certificate

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

English Hindi

I, Sxxxx Sxxxx with video code 179 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.

The screenshot shows a web interface for video verification. At the top, it says "Pending Actions → Record Video" with navigation buttons for "Prev", "Next", and "Help?". The main heading is "Complete your video verification" with a video camera icon. Below this, it states "As per CCA guideline video verification required for DSC purchase." and "You can select your own language to speak while recording video". A green notification box says "✔ You have recorded your video on 24-Jun-2024 12:53 PM". A blue box lists documents to show: "Applicant Pan card/ Aadhar card", "Authorized signatory letter/ Board resolution", "Organization bank statement", "Certificate of incorporation", and "Copy of IEC Certificate". On the right, there is a video preview window with a "Play" button and a "Record Video Again" button.

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.

The screenshot shows an application form confirmation screen. At the top, it displays "Order ID: ORXXXXXX" and a "Show Certificate and ekyc Details Expand" link. Below this, it says "Pending Actions → Application Form" with navigation buttons for "Prev", "Next", and "Help?". The main content area has a table with two columns: "Shipping Address" and "Pending". The "Confirm" button is highlighted with a red box. Below the table, there is a red message box that says "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.

**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 above verification, 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: OR264228202 Created on: Jun 24, 2024 11:53 AM

**Application Form**

**CERTIFICATE DIGITAL IET (DGFT)**  
 eKyc & Digital Certificate Registration Form

Form ID: OR264228202

Applicant Name: XXXX XXXXX Mobile: 979 XXXXXX

Email: XXXXXXXX@gmail.com PAN Number: XXXXXXXX

eKyc ID: XXXXXXXX@capricorn L: XXXXXXXX

Class - 3 Sign Year - 2

Address: JLN 1231

State/Union Territory: Delhi PIN code: 11

Organization Name: Department: DCFTEC: XXXXXXXX 000

Organization Type: ORGANIZATION PAN: AA XXXXXXXX

Employee ID: XXXXXXXX

Documents Submitted:
 

- Photo
- Video
- Applicant Pan card/ Aadhar card

Note: 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: 24 Jun, 2024 01:02 PM

Place: New Delhi

**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 finalise 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: OR264228202** Created on: Jun 24, 2024 11:53 AM

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

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

#### Payment Summary

DSC Amount	₹ XXXX
USB Amount	₹ XXX
GST (18%)	₹ XXX
<b>Payable Amount</b>	<b>₹ XXXX</b>

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	OR264228202
Transaction ID	3ca9xxxxxxxxxxxxxxxxxxxx7b7
Payment Status	success
Amount	₹ XXXX /-
Name	sXXXX sXXXX
Mobile	919xxxxxxxx
Email	tesst888@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**

- 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

Order ID: OR264228202 Created on: Jun 24, 2024 11:53 AM

Show Certificate and ekyc Details Expand

Pending Actions → eSign

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 redirected to eSign.Digital to Sign the document

KYCID : mmmm234@capricorn

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

Forgot PIN ?? eKyc Dashboard

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

KVC PIN

OTP Get OTP

I'm not a robot

gCAPTCHA

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.

Hey, SXXXX SXXXX ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others Employee eKyc Approval

Order ID: OR264228202

Name	SXXXX SXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year IET (IET, Paperless )
Date & Time	24-Jun-2024
Status	Subscriber Aggrement Pending

Form & Agreement eSign More Details

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, SXXXX SXXXX ! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others Employee eKyc Approval

Order ID: OR264228202


Name	SXXXX SXXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year IET (IET, Paperless )
Date & Time	24-Jun-2024
Status	Download Pending

Download DSC Form & Agreement More Details

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.

Order ID: OR264228202

Name	XXXX XXXX
Organization	abc ltd
Certificate name	Class - 3 Sign valid for 2 Year (ET, Paperless)
Date & Time	24-Jun-2024
Status	Download Pending

 Download your DSC Now

OrderID	OR264228202
Pin code	110092
Download Key	<input type="text"/> <input type="button" value="Update Download Key"/>

To learn how to download your Digital Signature Certificate (DSC), click on the provided link: “[Click here to learn how to download your DSC.](#)”