

# PAN E-kyc Based Paperless DSC

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## Important Note

1. Cannot change details after applying for DSC. only documents can be uploaded.
2. You are not required to get the documents attested.
3. You don't have to send documents to capricorn only uploading would be sufficient.
4. Email verification and mobile verification both are required to be verified
5. While recording video its mandatory to record while holding Your PAN and Address proof.
6. Both the documents should be clearly visible in the video. Details should be shown in the video.
7. This method is only for Individual DSCs.

## Documents required.

No attestation is required. Don't have to send physical Documents.

1. Passport size photo
2. PAN Card.
3. Address proof.

**Criteria for Photo.**

1. Colored passport size photo is required.
2. Background must be Plain.
3. Client must be facing front in the photo.
4. Photo must not be older than 6 months.
5. Headphones, Cap and sunglasses are not allowed.
6. Dimensions of the photo must be within 75 pixel width - 200 pixel height and below 30kb size.

**Criteria for Documents.**

Applicants name must mentioned in address proof.

- A. Aadhaar (eKYC Service)
- B. Driving License (DL)/ Registration Certificate (RC)
- C. Voter ID Card
- D. Passport
- E. Landline Telephone Bill (*Max 3 months Old*)
- F. Electricity Bill (*Max 3 months Old*)
- G. Water Bill (*Max 3 months Old*)
- H. Gas connection (*Max 3 months Old*)
- I. Bank Statements signed by the bank Manager(*Max 3 months Old*)
- J. GST registration certificate.
- K. Property Tax/ Corporation/ Municipal Corporation Receipt

**Video instructions**

1. Required to show your original documents in the video, both PAN and Address proof.
2. Documents should be clearly visible.
3. Applicant is required to speak their order ID , name and "they have purchased Digital Signature from capricorn".
4. Video should be made in a good lighting environment.
5. Face should be clearly visible and within the video frame.
6. Applicant can speak in any language(PREFERRED:english and hindi) provided he speaks as mentioned in point 3.
7. In case, applicant is not able to speak, please provide medical certificate/disability certificate respective to the case.

## Generation of Pan based orders.

The option to make PAN based order is under paperless.

Capricorn BETA

COUNTER DOCS MARKETING PAYMENTS SALES REPORT OFFICE PRICES CONTACTS **ORDERS**

Objections Bulk Upload Channel Orders View Orders **Paperless** Traditional

Create paperless order eKYC

Select option to create e-kyc

Aadhaar Based  **PAN Based**  Existing capricorn e-kyc account

Please fill all the details as per document, after process, you cannot change the details, Only an applicant can upload missing documents here [www.capricornid.com](http://www.capricornid.com)

PAN \*  
ENTER PAN

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.

You need to mention your PAN number and the name of the PAN holder will be automatically be fetched.

1. An ekyc ID and Pin has to be set. An account will be created with a validity of 2 years.
2. Entered address must be exactly the same as the address proof uploaded.
3. Fill the rest of the details.
4. Click on Apply for ekyc.

### Create paperless order & eKYC

Select option to create e-KYC

- Aadhaar Based    PAN Based    Existing capricorn e-kyc account

Please fill all the details as per document, after process, you cannot change the details, Only an applicant can upload missing documents here [www.capricornid.com](http://www.capricornid.com)

**PAN \***

Go

**Name \***

Same as in PAN

**Address \***

**Country \***

India

**State \***

**City \***

**PIN Code \***

**Mobile \***

Mobile number should be verified

[Send OTP for Verify Mobile](#)

**Mobile OTP \***

Enter OTP Sent on Mobile Number

**Email \***

EmailID should be verified

[Send OTP for Verify Email](#)

**Email OTP \***

Enter OTP Sent on Email ID

**eKYC ID \***

Alphanumeric, start with alphabet, min 4 letter long

**eKYC PIN \***

6 digit numeric pin

**Gender \***

Select Gender

**Aadhaar**

ex: xxxxxxxx4321

**DOB \***

**Applicant photo \*** [Upload](#)

- Only image (.jpeg, .png, .jpg) upto 30KB
- Dimension range 75px - 200px

**ID Proof (PAN) \*** [Upload](#)

- Image (.jpeg, .png, .jpg) upto 500KB
- PDF upto 1MB size allowed

**Address Proof \*** [Upload](#)

- Image (.jpeg, .png, .jpg) upto 500KB
- PDF upto 1MB size allowed

#### 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.

Apply for eKYC

**a**

Create paperless order & eKYC

Select option to create e-KYC

Aadhaar Based  PAN Based  Existing capricorn e-kyc account

After successful authentication, an eSign request will be send for processing with validity of 24 hrs, After that you need to eSign manually from order page.


eKYC ID \*

Registered kycid or mobile number or PAN

eKYC PIN \*

6 digit numeric pin

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.

Send OTP 

This is e-sign OTP . This OTP is valid for 24 hours only. Request for OTP by clicking on Send OTP button.

Create paperless order & eKYC

Select option to create e-KYC

Aadhaar Based  PAN Based  Existing capricorn e-kyc account

Name:

Pan:

Mobile:

Email:

Address:

Country:

State:

City:


Pin Code:

Gender: M

Date of Birth:

PHOTO

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.

Apply for DSC and eSign 

Please confirm details here. After applying for DSC, you will not be able to change the details of the order. You would have to reject the order and the ekyc account then apply again.

Create new Hybrid order

Individuals	Class - 2	Sign Sign & Encrypt	3 Year 2 Year
-------------	-----------	------------------------	------------------

Class - 2 Sign valid for 3 Year DSC with Services. (IND, Paperless)   Change

Select the product type which you want to purchase.

### Create new Paperless order

Class - 2 Sign valid for 2 Year DSC with Services. (IND, Paperless)

[Change](#)

→ Please make contact code if you want the invoice in the name of organization. [Click here](#)

Name

PAN (Mandatory for Income Tax usage)

Email

Mobile

Address

Country

State

City

PIN

Download Key



Remark ( Optional )

[Show selling price](#)

**INSTRUCTIONS:**

1. The form has to be completed in English Language only.
2. Incomplete, Illegible Inconsistent written application would be rejected.
3. This form cannot be used for KEY PAIR which has been destroyed / Deleted / Compromised or Lost, we request you to use our Revocation Form.
4. The application would have to show the originals to Associate for verification.
5. All attached documents have to be attested by either Bank Manager, Gazetted Officers or Post Master.
6. The attached documents should not older than three months from the date of application.
7. If Tax related documents are attached as proof, it should be of Current Financial Year.
8. Applicant has to be physically present to apply and obtain CLASS - 3 Digital Certificate.
9. You could always contact us at support@certificate.digital or at +91 11 224 22 444 for assistance.
10. Please refer to our CPS and Subscriber Agreement on our website www.Certificate.Digital.

**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.

**Associate Declaration**

I have checked and verified the original documents, and have concluded that the applicant has provided correct information as per original documents. I have verified the Signature on the application form matches with the Original documents, and I recommend a Signature Certificate be issued to the applicant.

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



[Cancel](#)

[Send PI](#)

[Make Payment \(SD Capricorn\)](#)

[Stock Sale](#)

[More Option](#)



1. All the details would be auto-filled.
2. Mention the Download key its a 5 character alphanumeric key it will be used while downloading DSC.
3. Mention the price on which you are selling the DSC to the customer.
4. Click I accept the terms.
5. Select the payment option would like to pay for the current order to continue.
  - a. Send PI:- Proforma invoice will be generated (Customer will receive a link on Email to pay online)
  - b. Make payment (SD Capricorn):- Payments can be adjusted against the Security deposit with Capricorn.
  - c. Make payment (SD partner):- Payments can be adjusted against the Security deposit with partner.
  - d. Stock sale :- Payments can be adjusted against the Stock quantity in inventory.
  - e. Save record:- Click on more option there is save record option, This will only save the data of Customer, Order is not processed until you edit it and select a payment method.

Next step is User verification.

## User verification

Order ID - OR3303

Form Clone Order Invoice Edit **Send Video Upload link** Reject

**Order details**

Order Id : OR3200  
Applicant Id : AP2846  
Certificate : Class - 2 Sign & Encrypt valid for 2 Year DSC with Services. (IND, Paperless)  
Mode : hybrid  
Apply Using : Payment\_SD\_Capricorn  
Name :   
Email :   
Mobile :   
Pan :   
Address :   
Country : india  
State : delhi  
City : east delhi  
Pin Code : 110092  
Nationality : India  
Organization Name :   
Organization Department :   
Organization Type :   
Invoice Number :   
Performa Invoice :   
Selling Amount : 132.24  
Remark :   
Create By : Sushant singh rajput ( partner )  
Signerid :

**Status Information**

- ✓ Default
- ✓ Approval
- ✓ Pre Check
- ✗ eSign
- ✓ Payment
- ✗ Applicant Confirmation
- ✗ Order Verification
- ✗ Pending Issue
- ✗ Ready to Download
- ✗ Downloaded
- ✗ Document
- ✗ Document problem
- ✗ Completed
- ✗ Revocation
- ✗ Rejection

✗ Waiting in Process    ✓ Completed  
✗ Not Applicable    ⇄ Processing

**Video**

Video not uploaded till now. **Record Now**

For user verification applicants need to record video

Click on record now option to record video. (arrow "a" in the above figure).

Or

Applicant received the record video link in there mail id if they have not received any video recording mail click on "send video upload link".(arrow "b" in the above figure).

Or

Applicant can also use our capricorn customer application for recording video.

[Capricorn Customer Application for Android](#)

[Capricorn Customer Application for IOS](#)



## Esign

After approval an ekyc account will be created and e-sign would be completed. In case that doesn't happen you can manually e-sign from [capricornca.com](http://capricornca.com).

if the order is not verified within 24hrs you will have to do esign again.

Order ID - OR3200

Form Clone Order **eSign** Reject

**A**

**Order details**

Order Id : OR3200  
Applicant Id : AP2846  
Certificate : Class - 2 Sign & Encrypt valid for 2 Year DSC with Services, (IND, Paperless)  
Mode : hybrid  
Apply Using : Payment\_SD\_Capricorn  
Name :   
Email :   
Mobile :   
Pan :   
Address :   
Country : India  
State : delhi  
City : east delhi  
Pin Code : 110092  
Nationality : India  
Organization Name :   
Organization Department :   
Organization Type :   
Invoice Number : 0/19-20/25  
Performa Invoice :   
Selling Amount : 231.32  
Remark :   
Signerid :

**Status Information**

- ✓ Default
- ✓ Approval
- ✓ Pre-Check
- ✗ eSign
- ✓ Payment
- ✓ Applicant Confirmation
- ✗ Order Verification
- ✗ Pending Issue
- ✗ Ready to Download
- ✗ Downloaded
- ✗ Document
- ✗ Document problem
- ✗ Completed
- ✗ Revocation
- ✗ Rejection

✗ Waiting to Process    ✓ Completed  
✗ Not Applicable    ⇄ Processing

A. Click on "eSign" option for esign verification.

**eSign**  
Anyone can eSign

Capricorn Identity Services Pvt. Ltd.  
G-5, Vikash deep Building, District Center, Laxmi nagar,

1 / 1

**CERTIFICATE . DIGITAL**  
Licensed Certifying Authority

**Individuals  
Digital Certificate  
Registration Form**

**Form ID**  
\*\*\*\*\*

<b>Applicant Name</b>	<b>Full Name</b>	<b>Date of Birth</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>eKyc Id</b>	<b>PAN</b>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Mobile</b>	<b>Email</b>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**View Document**

**KYC ID \***

**Pin \***

I hereby state that I have by choice shared the document with Capricorn Identity Services Pvt. Ltd. for the purpose of eSigning the same through eKyc based authentication system. I understand, agree and give my consent, that Capricorn Identity Services Pvt. Ltd. would be keep a copy of this data in their record for the purpose of eSign. I agree and give my consent to validate the data by examining and formatting the same, before allowing me to eSign the data on their system. I also have read, understood and agree to the terms and conditions mentioned in the CPS of the company.

**Send OTP**

Esign page will open

- a. Mention the kyc pin.
- b. Click on terms and condition option.
- c. Click on send OTP.

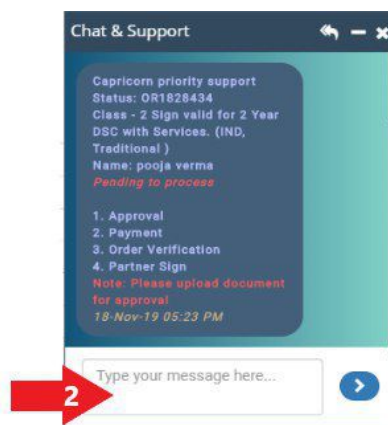
After submitting the OTP your E-sign verification will be completed.

**Note :-** In case you get error stating  
" Invalid signerID or may be it is not approved.Please try again later".  
Please mention your e-kyc ID in chat and support. To get it approved.

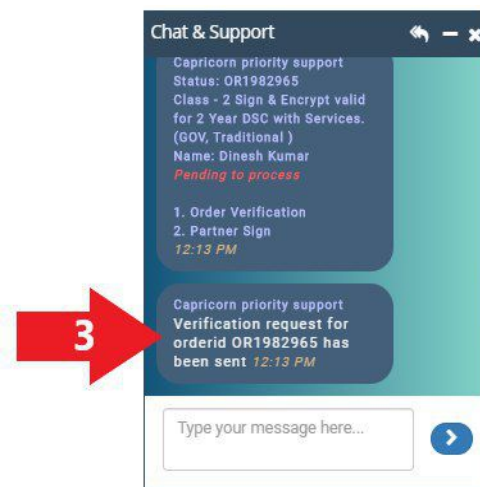
## Order approval



1. Click on chat & Support option for order approval.



2. Mention only your order id for approval. You can chat also with our support executives regarding your queries.



3. When you mention the order id in chat, Capricorn priority support bot will reply you instantly with the status of the order id, Click on the "send approval request" button to send the order id for approval.