

FOR GOVT. ORG TYPE DSC

Note:- Applying for the paperless DSC of a govt personnel is a 2 step process first step is to apply for an authorized signatory and the 2nd step is to apply for the govt. Personnel follows both as mentioned below.

For the Authorized Signatory DSC process

While applying select **e-Kyc for Authorized Signatory** and fill out the complete form.

Authorization Letter FORMAT for Authorized Signatory DSC and letter should be filled in on the **Company letterhead only**.

https://drive.google.com/drive/folders/1OIFMBXzHeAeDhceLzMQ9_d7IsUBQGQiN

An **OTP is required** by the authorized signatory. While applying, Government ORG DSC

Authorize Signatory needs to **verify their email** by clicking on the email verification link sent to the registered email.

You need to **upload** the following **documents**:-

1. A passport-size photo of the authorized signatory.
2. Authorized signatory's pan card / Aadhar card.
3. An authorization letter. (Stating authorized signatory has been granted authority)
4. Government official id card of the authorized signatory.
5. Government official id card of an authorizing person.

And authorized Signatory needs to **show the uploaded documents** i.e. original pan card, Govt. official id proof, and authorization letter **in the video**.

In the video, The authorized Signatory **must say 3 sentences**:-

1. His name e.g. I am Shivendra Saxena,
2. I am applying for E-KYC and DSC from Capricorn.
3. The 3-digit video code is seen on the screen while recording the video.

Video links will be provided in SMS, Whatsapp, and on the email id of the authorized signatory after applying for the DSC application.

Note:- If the authorized signatory doesn't want to mention pan no. in his order, they are not required to show his pan card in the video, But he is then required to mention the last 4 digits of his Aadhaar no. and show the original Aadhar card in the video.

For Govt. employees/personnel DSC process

While applying select **e-Kyc for Employee** and enter the authorized signatory E-KYC ID created in the above step.

An **OTP is required** by the employee. While applying, Government ORG DSC

Employees need to **verify an email** by clicking on the email verification link sent to the registered email.

You need to **upload** the following **documents**:-

1. A passport-size photo of the employee.
2. Employee's pan card / Aadhar card.
3. Government official id card of the employee.

Employees need to **show the uploaded documents** i.e. original pan card, and Govt. official id card **in the video**.

In the video, The employee **must say 3 sentences**:-

1. His name e.g. I am Shivendra Saxena,
2. I am applying for E-KYC and DSC from Capricorn.
3. The 3-digit video code is seen on the screen while recording the video.

Video links will be provided in SMS, Whatsapp, and on the email id of the employee after applying for the DSC application.

Note:- If an employee doesn't want to mention pan no. in his order, they are not required to show his pan card in the video, But he is then required to mention the last 4 digits of his Aadhaar no. and show the original Aadhar card in the video.