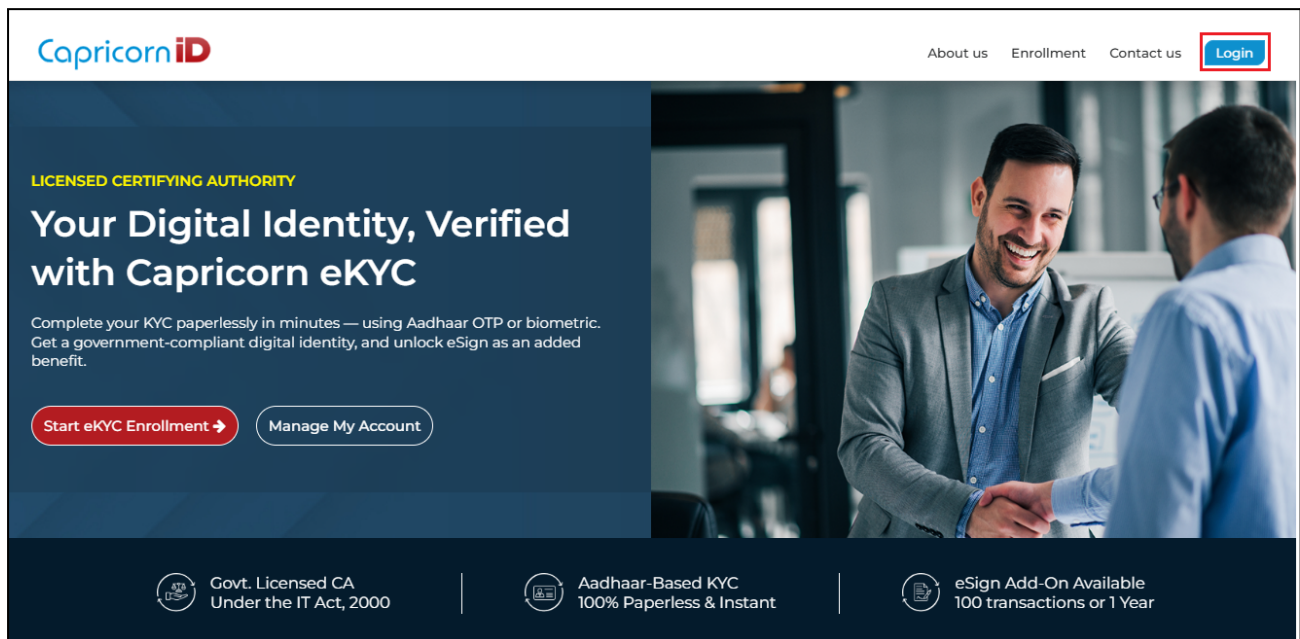


GOVT. AUTHORIZED SIGNATORY APPROVAL PROCEDURE

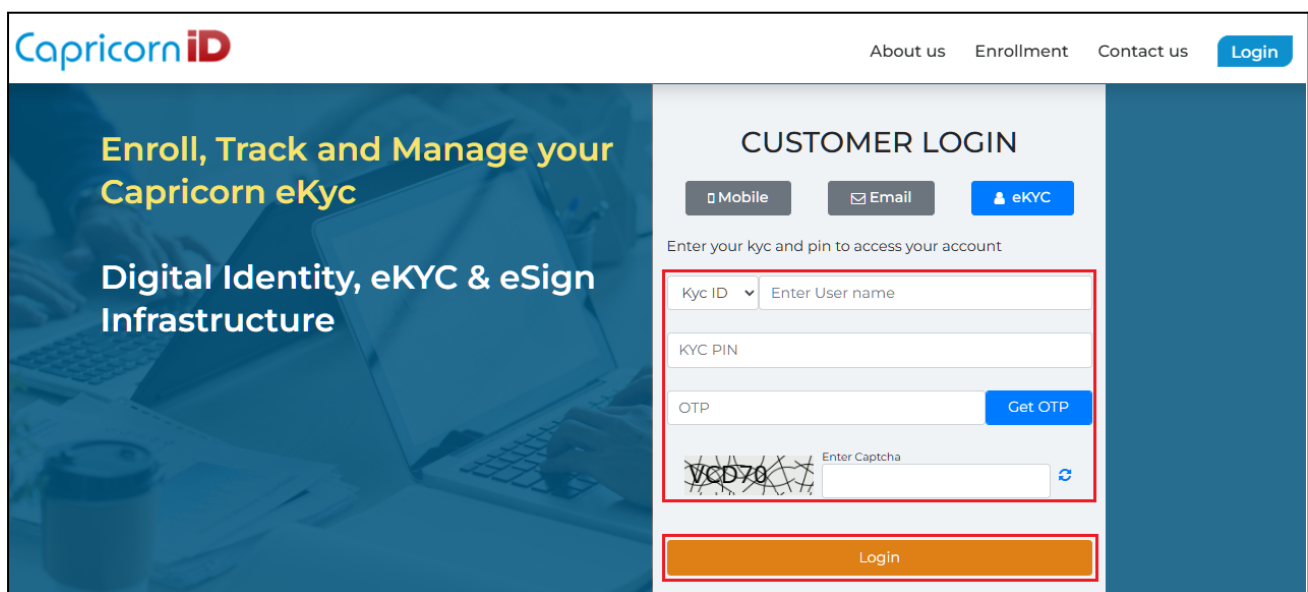
*Version- 1.0.1
01 May, 2026*

GOVT. AUTHORIZED SIGNATORY APPROVAL PROCEDURE

Navigate to the Capricorn portal. Click the **'Enrollment'** option to begin the DSC purchase process.



Authorized Signatories of the Government can **Login** to access their e-KYC dashboard.



In the dashboard, locate and select **'Employee eKYC Approval'**.

Capricorn iD

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Hey, 91 xxxxxxxxxx !
Stay Updated On your eKyc Status

Logout

My eKyc **Employee eKyc Approval** Subscriptions

Signer ID : wer4g@capricorn

Name	S XXXX XXXXX	CO-SIGNATORY
Organization	ABC xyz	
Email	TESTTT8998@GMAIL.COM	
Mobile	91xxxxxxx	
Expiry	28-Apr-2028	
Date & Time	27-Apr-2026 :03:52:PM	
Status	Approved ✓	

Actions More Details Buy Subscription

In the dashboard, locate and select **'Enable Permission'**.

This will send an email to your authorizing person asking for permission to do the signatory approval.

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Applicants List (employees pending for approval)

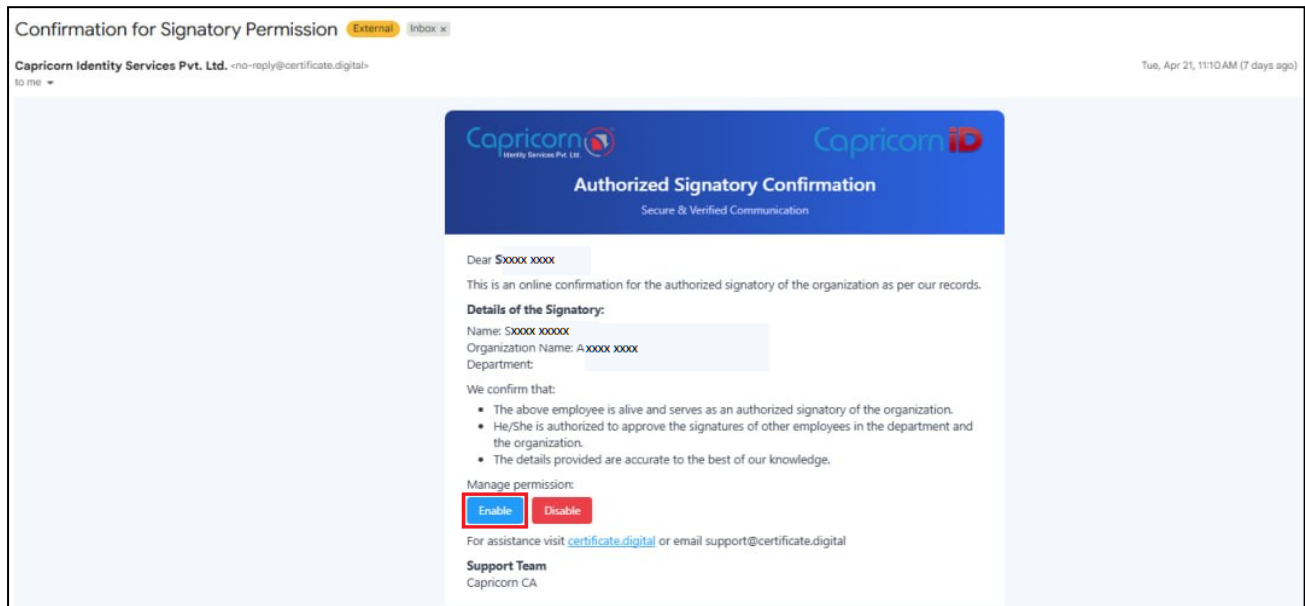
Employees eKYC Register DSC

Enable Permission

☐	Name / EmployeeID	Email / Mobile / PAN	Status	Action
☐	XXXXX XXXXX	testt809@gmail.com 91XXXXXXXXXX LXXXXXXXX	Signatory Approval Pending	Permission Disabled

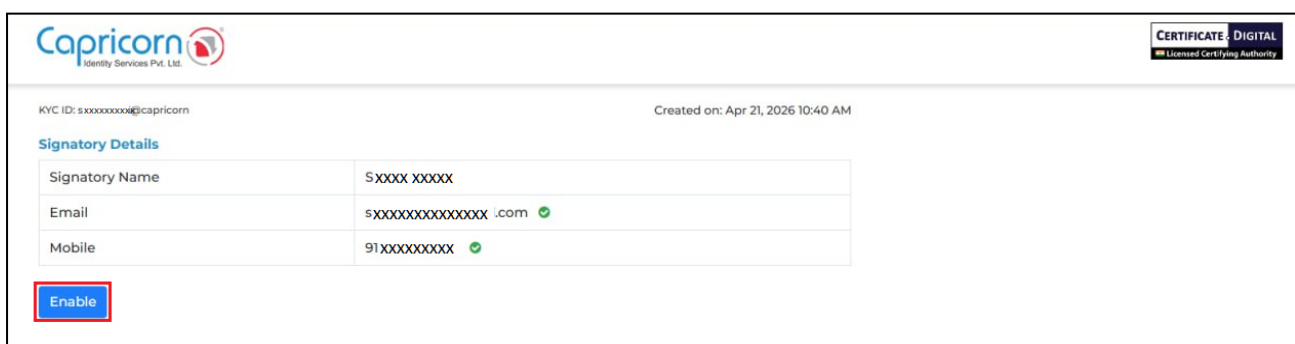
The authorized person linked to the authorized signatory will receive a confirmation email. The authorizing person will receive an email containing two options:

1. If you wish to enable signatory permission. Click on **'Enable Permission'**.
2. If you want to disable the signatory permission. Click on **'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.



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

KYC ID: sxxxxxx@capricorn Created on: Apr 21, 2026 10:40 AM

Signatory Details

Signatory Name	S:XXXX XXXXX
Email	sXXXXXXXXXXXXXXXXX.com ✓
Mobile	91XXXXXXXXX ✓

Signatory Permission Enable Successfully.

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

Hey, 91 XXXXXXXXXX ! Stay Updated On your eKyc Status

My eKyc Employee eKyc Approval Subscriptions

Applicants List (employees pending for approval)

Employees eKyc Register DSC

Employees Enable Permission

☐	Name / EmployeeID	Email / Mobile / PAN	Status	Action
☐	XXXXX XXXXX	testt809@gmail.com 91 XXXXXXXXXX L XXXXXXXXX	Signatory Approval Pending	Approve

A prompt will confirm that the **e-SIGN** has been completed. Now, the Authorised Signatory Approval process is completed.

Hey, 91 XXXXXXXXXX ! Stay Updated On your eKyc Status

My eKyc Employee eKyc Approval Subscriptions

Well Done! eSign request has been sent for processing. Please wait as it may take few seconds to reflect.

OK Cancel

Applicants List (employees pending for approval)

Employees eKyc Register DSC

Employees Enable Permission

☐	Name / EmployeeID	Email / Mobile / PAN	Status	Action
☐	XXXXX XXXXX	testt809@gmail.com 91 XXXXXXXXXX L XXXXXXXXX	Signatory Approval Pending	Approve