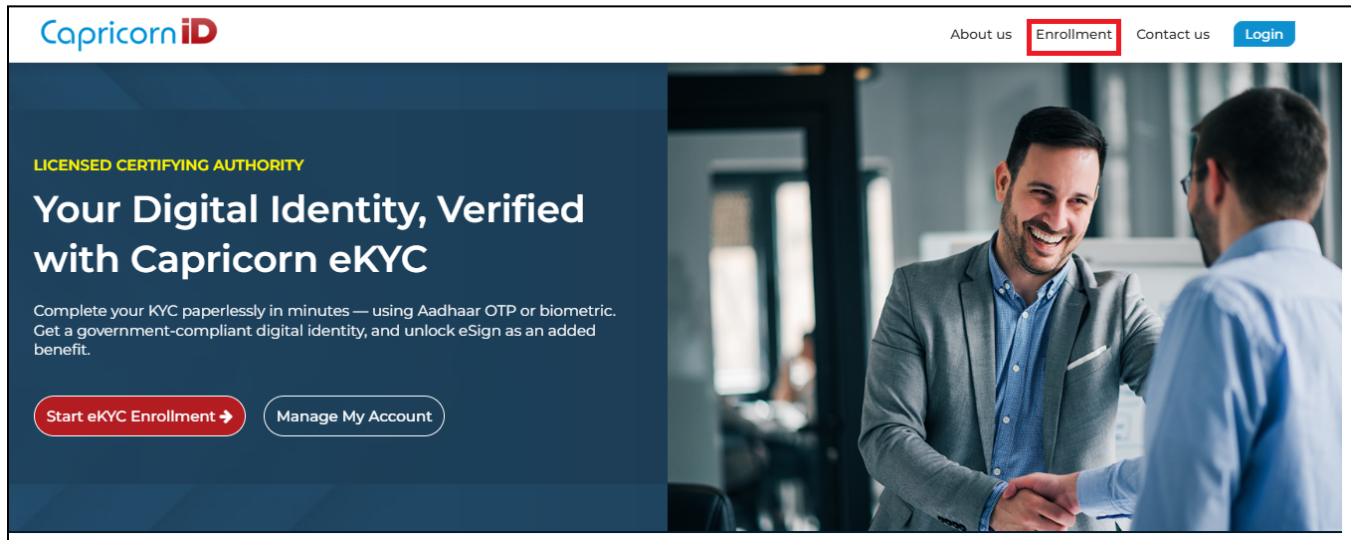


FOREIGN - IND BASED EKYC PROCEDURE

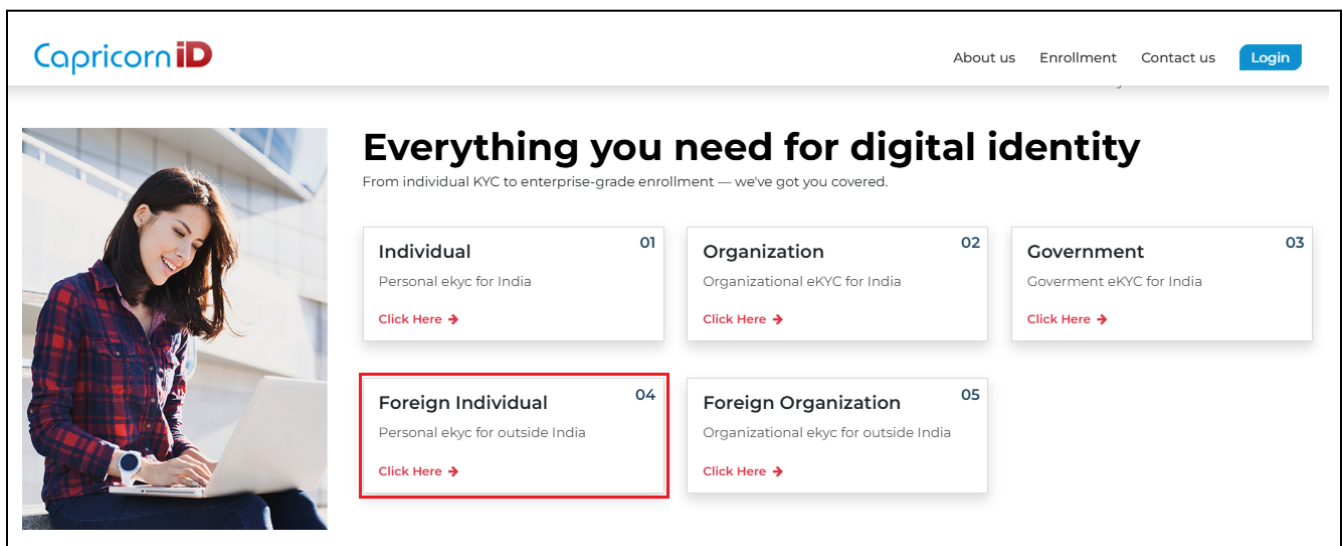
*Version- 1.0.1
01 May, 2026*

FOREIGN - IND BASED EKYC PROCEDURE

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



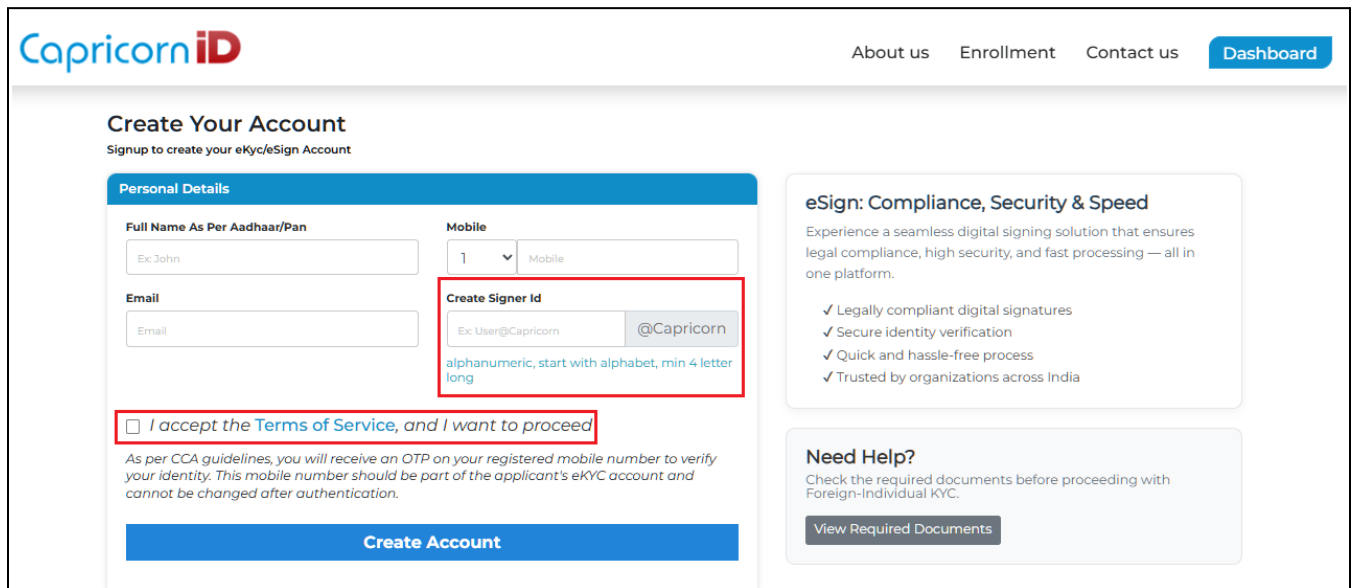
The homepage will display multiple enrollment options. Select **'Foreign Individual'** to procure Foreign Individual eKYC.



Fill in your **Name**, **Mobile Number**, **Email Address**, and **Signer ID**.

Signer ID should be “**alphanumeric, starting with alphabet, min 4 character long**”.

Select the '**Terms of Services**' and '**I'm not a robot**' checkboxes. Click '**Create Account**' to proceed.



Capricorn iD About us Enrollment Contact us **Dashboard**

Create Your Account

Signup to create your eKyc/eSign Account

Personal Details

Full Name As Per Aadhaar/Pan
Ex: John

Email
Email

Mobile
1 Mobile

Create Signer Id
Ex: User@Capricorn @Capricorn
alphanumeric, start with alphabet, min 4 letter long

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

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.

Create Account

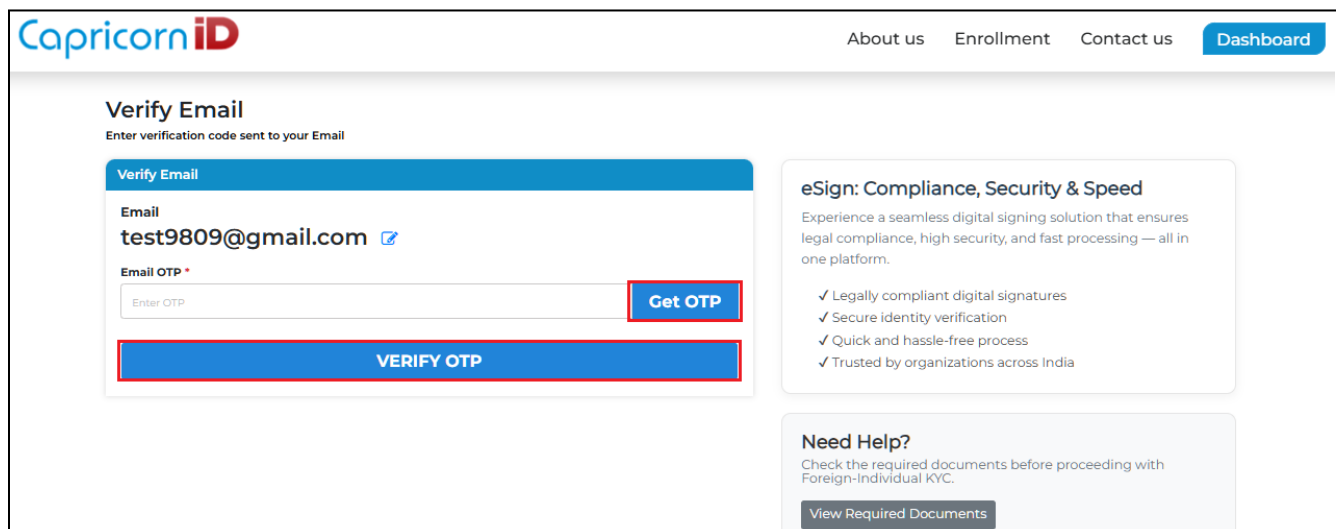
eSign: Compliance, Security & Speed
Experience a seamless digital signing solution that ensures legal compliance, high security, and fast processing — all in one platform.

- ✓ Legally compliant digital signatures
- ✓ Secure identity verification
- ✓ Quick and hassle-free process
- ✓ Trusted by organizations across India

Need Help?
Check the required documents before proceeding with Foreign-Individual KYC.

[View Required Documents](#)

Click '**Get OTP**', enter the OTP received in your email, and click '**Verify OTP**' to move to the user dashboard.



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Verify Email

Enter verification code sent to your Email

Verify Email

Email
test9809@gmail.com

Email OTP *
Enter OTP

Get OTP

VERIFY OTP

eSign: Compliance, Security & Speed
Experience a seamless digital signing solution that ensures legal compliance, high security, and fast processing — all in one platform.

- ✓ Legally compliant digital signatures
- ✓ Secure identity verification
- ✓ Quick and hassle-free process
- ✓ Trusted by organizations across India

Need Help?
Check the required documents before proceeding with Foreign-Individual KYC.

[View Required Documents](#)

Click on the **'Action'** button to continue EKYC enrollment.

The screenshot shows the Capricorn iD dashboard for a user with email test9809@gmail.com. The user's status is 'Ekyc Pending'. A table displays the following details:

Name	SXXXXX.XXXXX	FOREIGN-INDIVIDUAL
Email	test9809@gmail.com	
Mobile	91XXXXXXXXXX	
Date & Time	28-Apr-2026 :12:09:PM	
Status	Ekyc Pending	

At the bottom of the table, there is an 'Actions' button (highlighted with a red box) and a 'Reject' button.

Please fill in the required details with the eKYC pin;

- 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 IVC**. Click **'Submit'** to move forward.

The screenshot shows the Capricorn iD dashboard with the 'KYC STATUS' section on the left. The status is 'eKyc Pending'. The main area displays the 'Application Form' for the user g3era4e@capricorn. The form includes fields for:

- Applicant Name: SXXXXX.XXXXX
- PAN (Mandatory for Income Tax usage): PAN
- Mobile with country code: 91XXXXXXXXXX
- Email: test9809@gmail.com
- Date of Birth: dd-mm-yyyy
- Gender: Select Gender
- Address: address
- Postal Code (PIN): pin code
- Country: Country name
- State: state
- City: 123456
- eKYC ID: g3era4e@capricorn
- eKYC PIN: 6 digit numeric pin (highlighted with a red box)

At the bottom, there is a checkbox for 'I accept the Terms of Service, and IVC I want to proceed.' (highlighted with a red box) and a 'Submit' button.

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

The screenshot shows the Capricorn iD dashboard. On the left, the 'KYC STATUS' section lists various verification steps: eKyc (Completed), Mobile Verification (Pending), Email Verification (Completed), Pan Verification (Pending), Photo (Pending), and Documents (Pending). The 'Pan Verification' step is highlighted with a red box. On the right, the 'Verify PAN' form is displayed. It includes fields for Name (Example: John), PAN (Example: LXXXXXXX), and Date of Birth (Example: dd-mm-yyyy). There is a checkbox for 'I want eKyc as per PAN name' and a 'Verify' button. A 'Remove PAN' button is also visible.

Verify your mobile by following the prompts to complete the mobile verification process.

In case you want to change the **Mobile Number**, then edit the field and mention your correct mobile no and click on '**Resend OTP**'; after that, your **Mobile Number** will be updated.

The screenshot shows the Capricorn iD dashboard. On the left, the 'KYC STATUS' section lists various verification steps: eKyc (Completed), Mobile Verification (Pending), Email Verification (Completed), Pan Verification (Completed), Photo (Pending), Documents (Pending), and Video (Pending). The 'Mobile Verification' step is highlighted with a red box. On the right, the 'Verify Mobile' form is displayed. It includes fields for Mobile Number (Example: 91 xxxxxxxx) and OTP (Enter OTP). There are 'Verify' and 'Get OTP' buttons. A note is provided below the form: 'NOTE: 1. If you do not receive the OTP for mobile verification. You are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time). 2. Alternatively, applicants can send an SMS or WhatsApp message to request a callback for assistance.'

NOTE:

1. If you do not receive the OTP for mobile verification. You are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time).
2. Alternatively, applicants can send an SMS or WhatsApp message to request a callback for assistance.

Upload a passport-sized photograph of the applicant.

Capricorn iD About us Enrollment Contact us **Dashboard**

Signer Id : g3era4e@capricorn **Created on:** Apr 28, 2026 12:09 PM
Show Certificate and ekyc Details [Expand](#)

KYC STATUS

- eKyc Completed ✓
- Mobile Verification Completed ✓
- Email Verification Completed ✓
- Pan Verification Completed ✓
- Photo Pending** ⌚
- Documents Pending ⌚
- Video Pending ⌚
- Application Form * Pending ⌚
- Verification (Level -1) Waiting ⌚
- Verification (Level -2) Waiting ⌚

Pending Actions → Upload Photo ⏪ Prev Next ⏩ [Help ?](#)

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.

Capricorn iD About us Enrollment Contact us **Dashboard**

Signer Id : g3era4e@capricorn **Created on:** Apr 28, 2026 12:09 PM
Show Certificate and ekyc Details [Expand](#)

KYC STATUS

- eKyc Completed ✓
- Mobile Verification Completed ✓
- Email Verification Completed ✓
- Pan Verification Completed ✓
- Photo Completed ✓
- Documents Pending** ⌚
- Video Pending ⌚
- Application Form * Pending ⌚
- Verification (Level -1) Waiting ⌚
- Verification (Level -2) Waiting ⌚

Pending Actions → Upload Document ⏪ Prev Next ⏩ [Help ?](#)

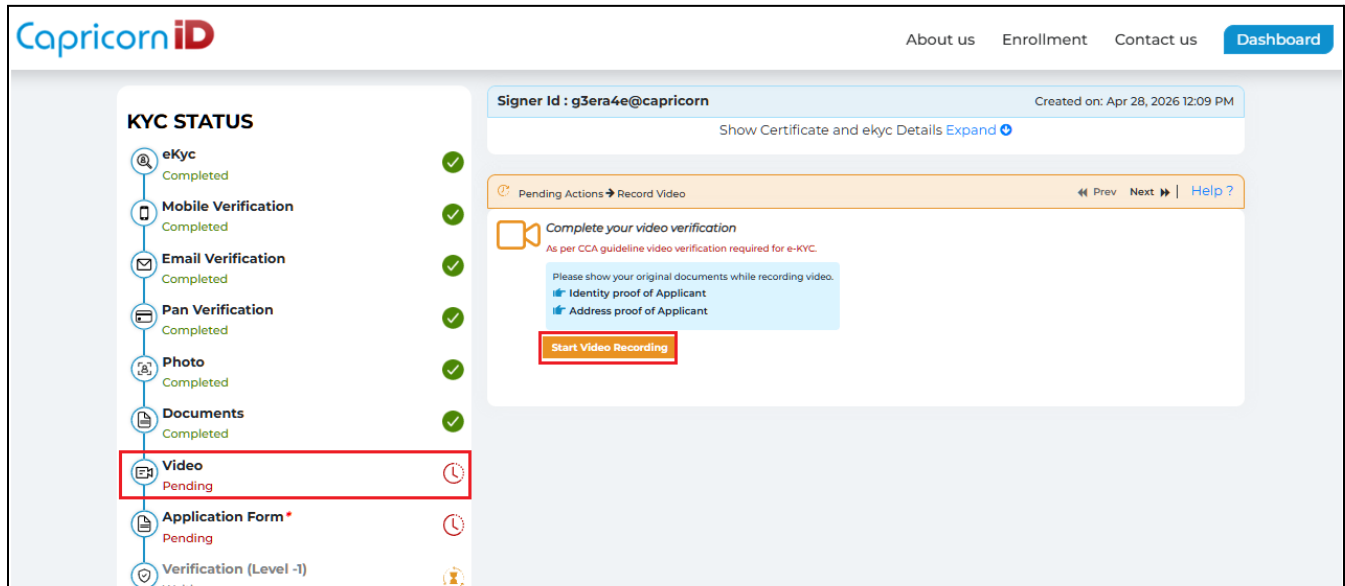
Identity proof of Applicant *
(The scanned copy of Passport/Local Govt issued identity/PAN/OCI passport can be submitted.) [Upload](#)

Address proof of Applicant *
(The scanned copy of passport/OCI passport/local government issued id having address/bank details having address/any utility bills in the name of applicant issued within three months/ document issued from embassy with residential address can be provided.) [Upload](#)

Other Documents
(If you Required) [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.



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 verify your identity and link the video to your application.



After recording your video, you have to preview it by clicking on the **'Play'** button and then clicking on **'Submit'** to complete the video recording confirmation.

Capricorn iD

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Record Video for eKYC Signer ID g3era4e@capricorn

Please show your original documents while recording video.

- Identity proof of Applicant
- Address proof of Applicant

Please speak line below while recording video
(Use any language)

I, XXXX XXXXX with video code 886 have applied for e-KYC with Capricorn.

[Play Video](#)
[SUBMIT](#)

Note: Please play the video first, then the option to submit will be enabled.

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.

Click on **'Continue to Enrollment process'** to continue your eKYC application.

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Record Video for eKYC Signer ID g3era4e@capricorn

Please show your original documents while recording video.

- Identity proof of Applicant
- Address proof of Applicant

Please speak line below while recording video
(Use any language)

I, XXXX XXXXX with video code 886 have applied for e-KYC with Capricorn.

Video Uploaded Successfully.

[Continue to Enrollment process](#)

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 completing the above verification, you will need to submit the **'Application Form'**.

The screenshot displays the Capricorn iD user dashboard. On the left, a 'KYC STATUS' sidebar lists various verification steps: eKyc (Completed), Mobile Verification (Completed), Email Verification (Completed), Pan Verification (Completed), Photo (Completed), Documents (Completed), Video (Completed), Application Form* (Pending), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The 'Application Form*' item is highlighted with a red box. The main content area shows the 'Foreign eKyc Registration Form' for user 'g3era4e@capricorn'. It includes fields for Applicant Name, Email, Mobile, PAN Number, and eKyc Id. Below these are fields for Address, Town/City/District, State/Union Territory, and PIN code. A 'Documents Submitted' section shows checkboxes for Photo, Video, and Identity proof of Applicant, all of which are checked. A 'Note' section mentions the IT Act stipulations. An 'Applicant Declaration' section contains a text area for agreement. At the bottom, there is a 'Submit Application Form' button highlighted with a red box.

Once the application form is submitted, your EKYC will be sent for verification. Capricorn CA will conduct the verification.

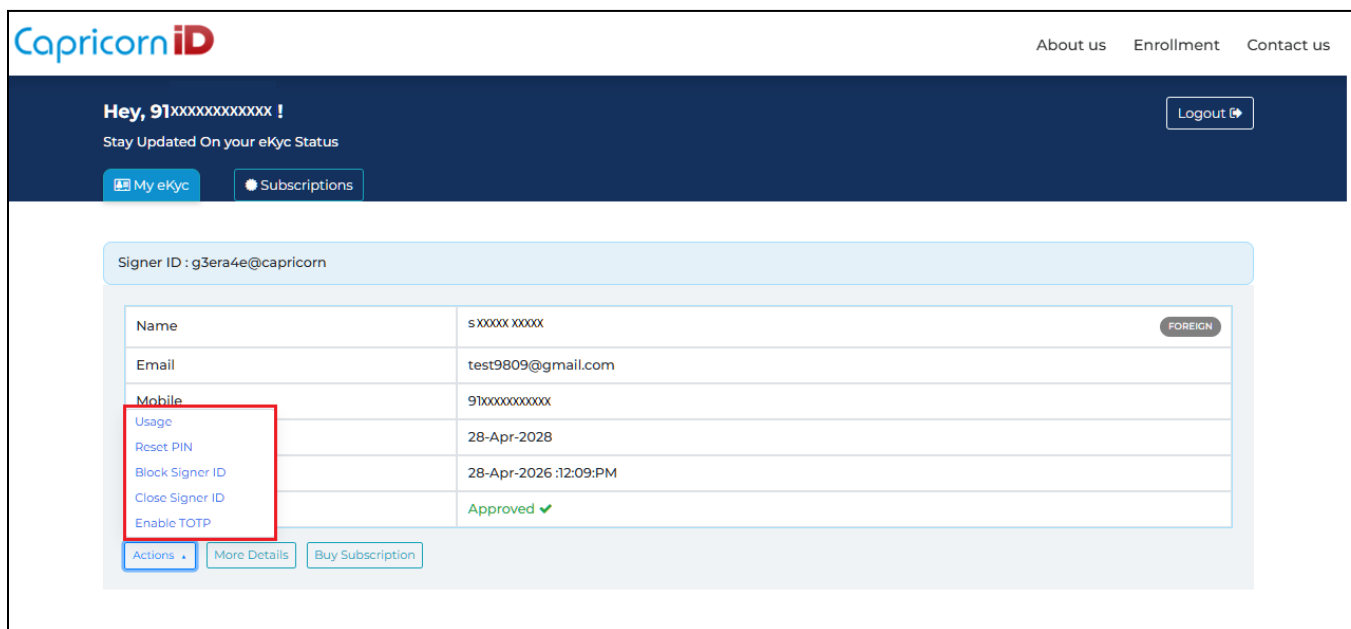
Please wait for this process to be completed.

You can check your EKYC Status on the user dashboard. Once your EKYC account has been verified, the status will be updated as approved.

ACTION BUTTON: -

- **Usage:** To track the eKYC account.
- **Reset PIN:** Click to **reset the PIN**. This will update your existing PIN.
- **Block Signer ID:** Click to block the **eKYC ID**. This will temporarily disable the account.
- **Close Signer ID:** Click to close the **eKYC ID**. This will permanently deactivate the account.
- **Enable TOTP:** Click to enable **TOTP**. This will activate two-factor authentication for security.

MORE DETAILS - To check the details provided for **Signer ID**.



The screenshot shows the Capricorn iD user interface. At the top, there's a header with the Capricorn iD logo and navigation links: About us, Enrollment, and Contact us. Below the header, a dark blue banner displays the user's name 'Hey, 91XXXXXXXXXXXX !' and a 'Logout' button. Underneath, there are two buttons: 'My eKyc' and 'Subscriptions'. The main content area shows the 'Signer ID : g3era4e@capricorn'. Below this is a table with user details and a list of actions. The 'Actions' list is highlighted with a red box.

Name	s XXXXX XXXXX	FOREIGN
Email	test9809@gmail.com	
Mobile	91XXXXXXXXXXXX	
Usage	28-Apr-2028	
Reset PIN		
Block Signer ID	28-Apr-2026 :12:09:PM	
Close Signer ID		
Enable TOTP	Approved ✓	

At the bottom of the table, there are three buttons: 'Actions' (with a dropdown arrow), 'More Details', and 'Buy Subscription'.