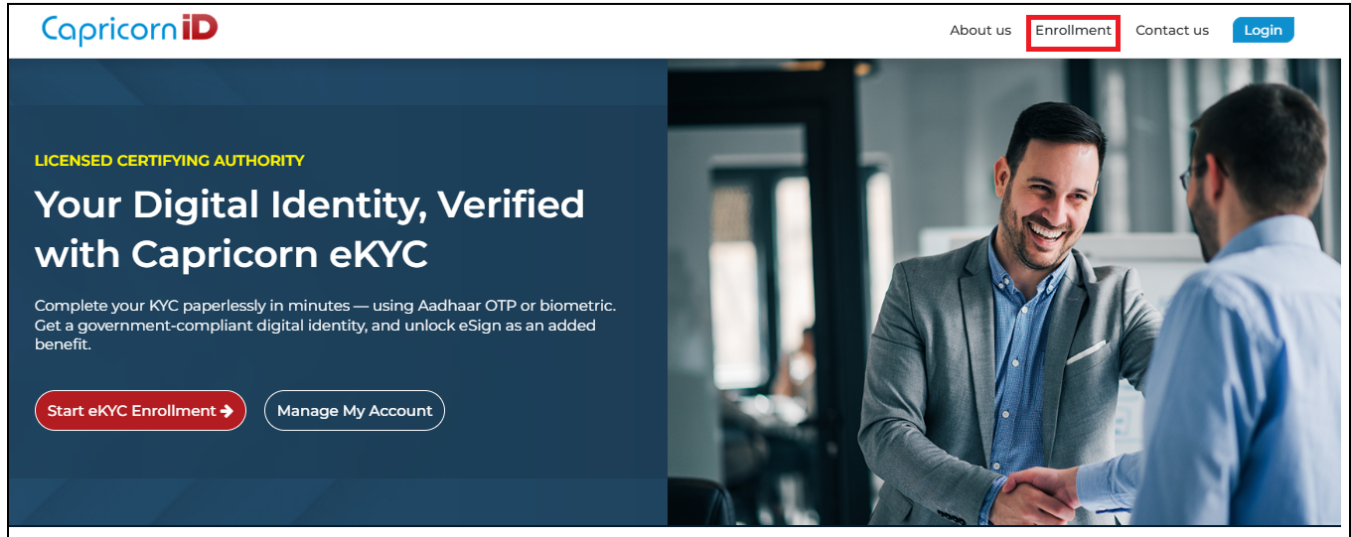


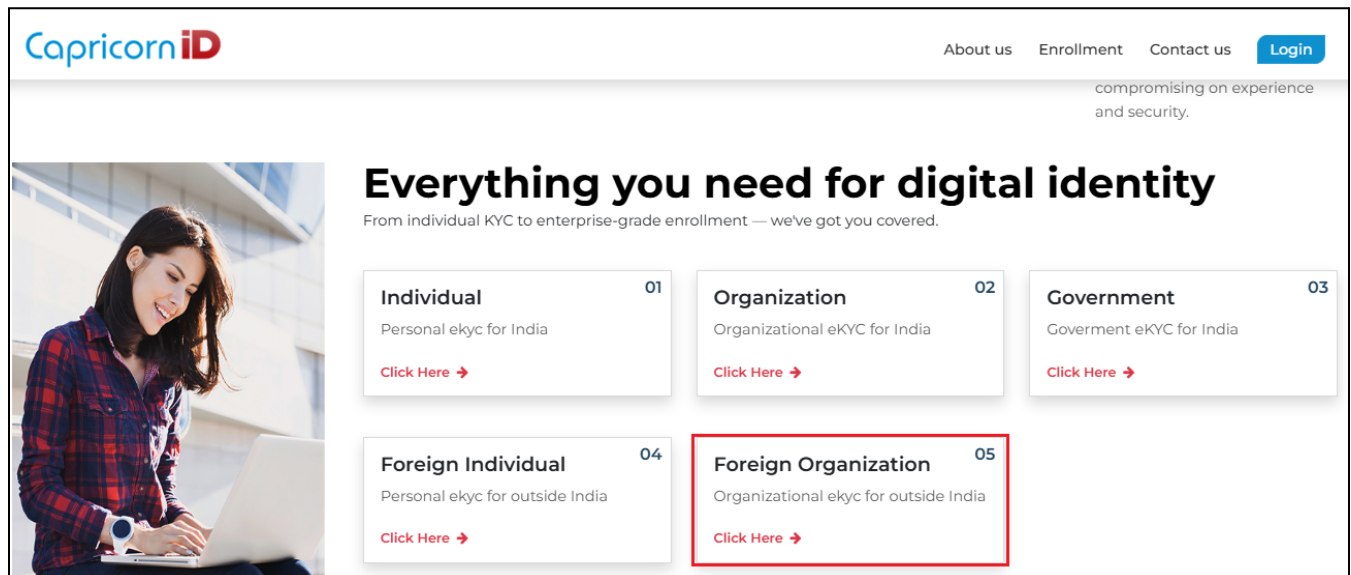
FOREIGN- ORG BASED EKYC PROCEDURE

FOREIGN - ORG BASED EKYC PROCEDURE

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



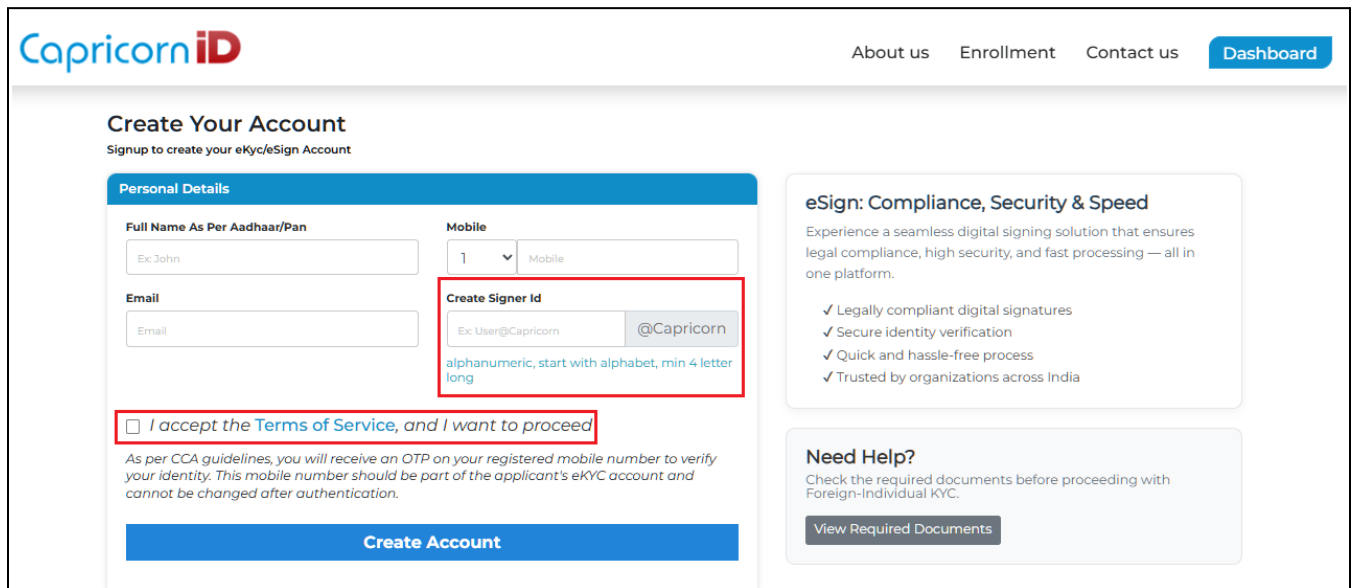
The homepage will display multiple enrollment options. Select **'Foreign Individual'** to procure Foreign Individual eKYC.



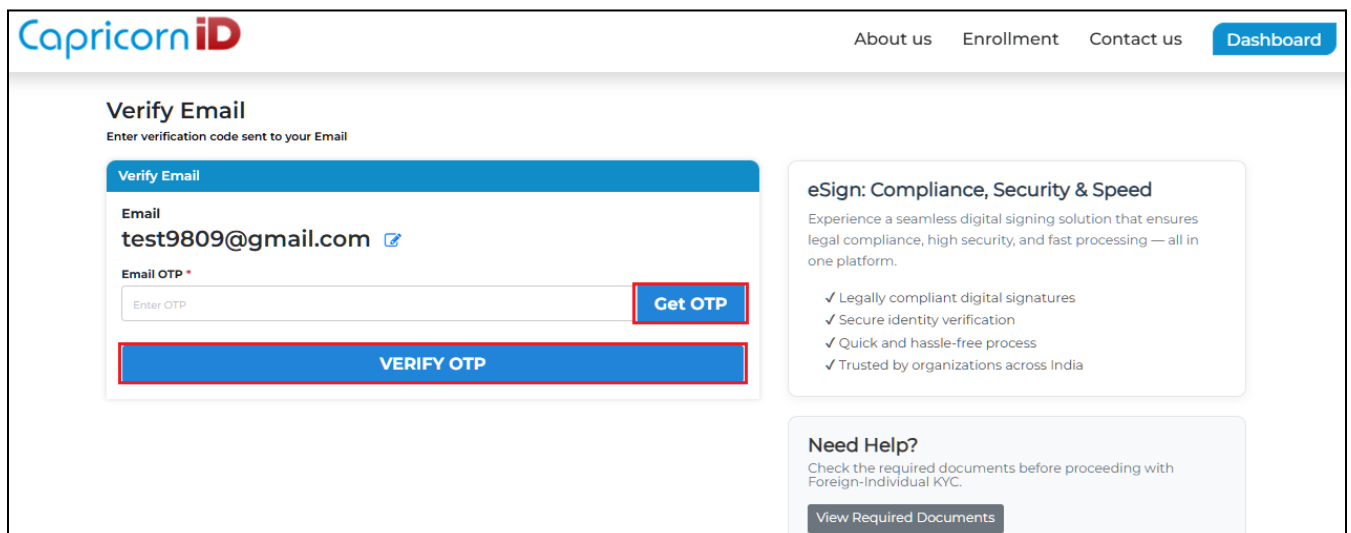
Fill in your **Name, Mobile Number, Email Address,** and **Signer ID.**

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.



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



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

The screenshot shows the Capricorn iD user interface. At the top, there's a navigation bar with 'About us', 'Enrollment', and 'Contact us'. Below it, a dark blue header displays 'Hey, TEST9809@GMAIL.COM!' and a 'Logout' button. A secondary bar contains 'My eKyc' and 'Subscriptions' links. The main content area shows the 'Signer ID : y5edg68@capricorn'. Below this is a table with the following details:

Name	SXXXX.XXXXX	FOREIGN-ORGANIZATION
Email	TEST9809@GMAIL.COM	
Mobile	91 XXXXXXXXXX	
Date & Time	28-Apr-2026 :01:04: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 IVG. Click **'Submit'** to move forward.

The screenshot shows the 'Application Form' for eKYC enrollment. On the left, a 'KYC STATUS' sidebar shows the progress: eKyc (Pending), Mobile Verification (Pending), Email Verification (Completed), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The main form area is titled 'Show Certificate and ekyc Details Expand'. It contains various input fields for personal and organizational information. The 'eKYC PIN' field, which is a 6-digit numeric pin, is highlighted with a red box. At the bottom, there is a checkbox for 'I accept the Terms of Service, and IVG I want to proceed' (also 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**.

KYC STATUS

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

Signer Id : y5edg68@capricorn **Created on:** Apr 28, 2026 01:04 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify PAN

Verify PAN

Name * PAN *

Date of Birth * ☐ I want eKyc as per PAN name

Verify **Remove PAN**

NOTE: PAN is mandatory for Income Tax portal. If you not provide your PAN, the KYC will not work on Income Tax portal.
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)

Verify your mobile by following the prompts to complete the mobile verification process. In case you want to change the **Mobile No**, then edit the field and mention your correct mobile no and click on **Resend OTP**; after that, your Mobile Number will be updated.

KYC STATUS

- eKyc Completed
- Mobile Verification Pending**
- Email Verification Completed
- Pan Verification Completed
- Photo Pending
- Documents Pending
- Video Pending

Signer Id : y5edg68@capricorn **Created on:** Apr 28, 2026 01:04 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Mobile Verification

Verify Mobile

Mobile Number OTP

Verify **Get OTP**

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.

The screenshot shows the Capricorn iD dashboard. On the left, the 'KYC STATUS' sidebar lists various verification steps: eKyc (Completed), Mobile Verification (Completed), Email Verification (Completed), Pan Verification (Completed), **Photo (Pending)**, Documents (Pending), Video (Pending), Application Form* (Pending), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The 'Photo' item is highlighted with a red box. The main content area displays the 'Signer Id : y5edg68@capricorn' and 'Created on: Apr 28, 2026 01:04 PM'. Below this, the 'Pending Actions' section shows 'Upload Photo' with a button 'Upload applicant photo' highlighted in a red box. The instructions specify: '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.

The screenshot shows the Capricorn iD dashboard. On the left, the 'KYC STATUS' sidebar lists various verification steps: eKyc (Completed), Mobile Verification (Completed), Email Verification (Completed), Pan Verification (Completed), Photo (Completed), **Documents (Pending)**, Video (Pending), Application Form* (Pending), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The 'Documents' item is highlighted with a red box. The main content area displays the 'Signer Id : y5edg68@capricorn' and 'Created on: Apr 28, 2026 01:04 PM'. Below this, the 'Pending Actions' section shows 'Upload Document' with a list of documents to be uploaded, each with an 'Upload' button highlighted in a red box. The documents are: 'Identity proof of Applicant *' (The scanned copy of Passport/Local Govt issued identity/ Organisational ID Proof), 'Certificate of Incorporation *' (Company's Registration Certificate (as an entity proof)), 'Authorisation letter *', 'Authorised Signatory ID Proof *' (The scanned copy of Passport/Local Govt issued identity/ Organisational ID Proof), and 'List of Directors *' (Any organization documents that contain applicant or authorized person's name). Below the list, 'Important Notes' are provided: '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 screenshot shows the Capricorn iD dashboard. On the left, the 'KYC STATUS' section lists various verification steps: eKyc (Completed), Mobile Verification (Completed), Email Verification (Completed), Pan Verification (Completed), Photo (Completed), Documents (Completed), Video (Pending), Application Form* (Pending), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The 'Video' step is highlighted with a red box. On the right, the 'Signer ID : y5edg68@capricorn' is displayed. Below it, a 'Pending Actions' section shows 'Record Video' with a 'Start Video Recording' button. A blue box contains instructions: 'Please show your original documents while recording video. Identity proof of Applicant, Certificate of Incorporation, Authorisation letter'. A red box highlights the 'Start Video Recording' button.

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.

The screenshot shows the 'Record Video for eKYC Signer ID y5edg68@capricorn' screen. It includes instructions: 'Please show your original documents while recording video. Identity proof of Applicant, Certificate of Incorporation, Authorisation letter'. Below this, it says 'Please speak line below while recording video (Use any language)' and provides a text input field with the example: 'I, XXXXX XXXXX with video code 704 have applied for e-KYC with Capricorn.' A large video recording area is shown on the right. A red box highlights the 'Start Video Recording' button. At the bottom, 'Instructions for Video Recording' are listed: 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 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

About us Enrollment Contact us **Dashboard**

Record Video for eKYC Signer ID y5edg68@capricorn

Please show your original documents while recording video.

- Identity proof of Applicant
- Certificate of Incorporation
- Authorisation letter

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

I, XXXXX XXXXX with video code 704 have applied for e-KYC with Capricorn.

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.



Play Video SUBMIT

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

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

Capricorn iD

About us Enrollment Contact us **Dashboard**

Record Video for eKYC Signer ID y5edg68@capricorn

Please show your original documents while recording video.

- Identity proof of Applicant
- Certificate of Incorporation
- Authorisation letter

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

I, XXXXX XXXXX with video code 704 have applied for e-KYC with Capricorn.

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.



Video Uploaded Successfully.

Continue to Enrollment process

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), and Application Form* (Pending). The 'Application Form*' is highlighted with a red box. The main content area shows the 'Application Form' for 'Orgforeign'. It includes fields for Applicant Name, Email, Mobile, PAN Number, and eKYC Id. Below these are fields for Address, Town/City/Districts, State/Union Territory, PIN code, Organization Name, and Organization Type. A 'Documents Submitted' section shows checkboxes for Photo, Video, and Identity proof of Applicant. A note mentions the IT Act stipulations. An 'Applicant Declaration' section contains a text area for agreement and a date/time stamp. At the bottom, a red box highlights the 'Submit Application Form' button.

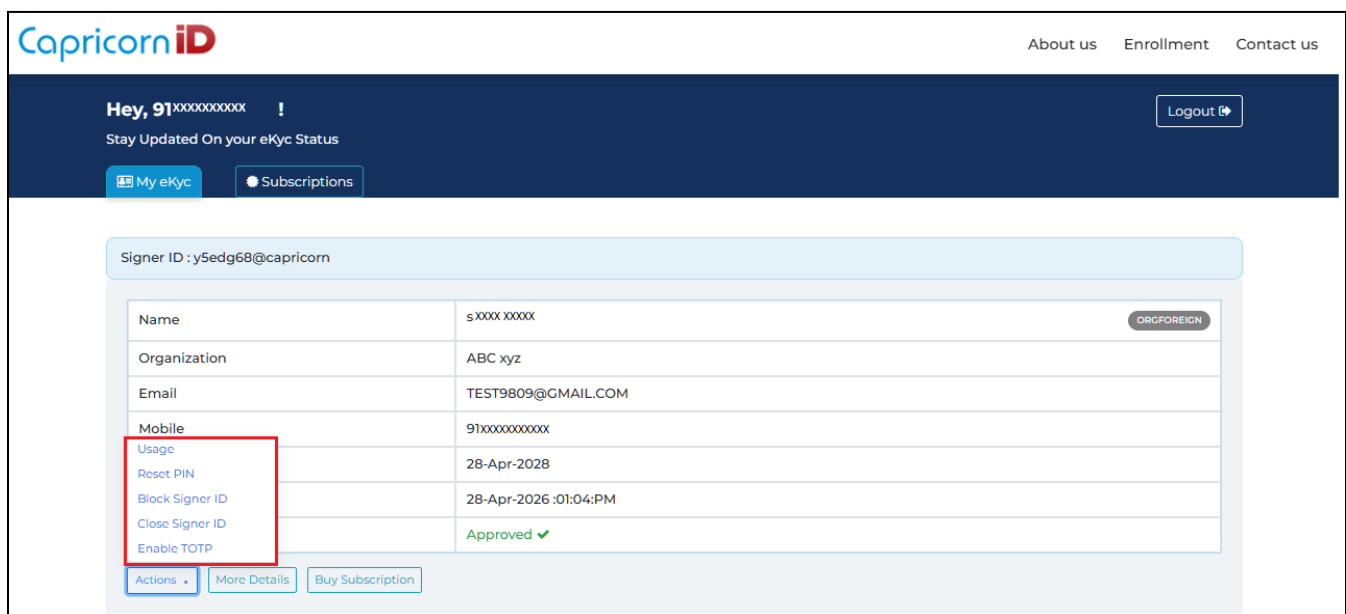
Once the application form is submitted, your EKYC will be sent for verification. The verification will be conducted by Capricorn CA. Please wait for this process to be completed.

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.



Signer ID : y5edg68@capricorn	
Name	sXXXX XXXXX ORGFOREIGN
Organization	ABC xyz
Email	TEST9809@GMAIL.COM
Mobile	91XXXXXXXXXX
Usage	28-Apr-2028
Reset PIN	28-Apr-2026 :01:04:PM
Block Signer ID	Approved ✓
Close Signer ID	
Enable TOTP	

Actions • More Details Buy Subscription