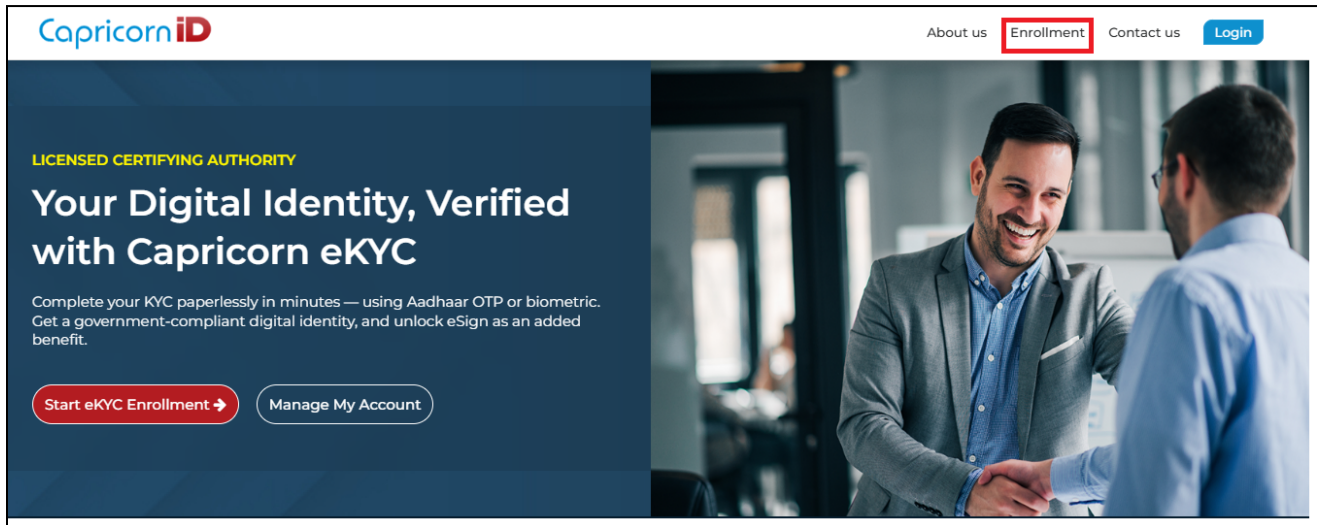


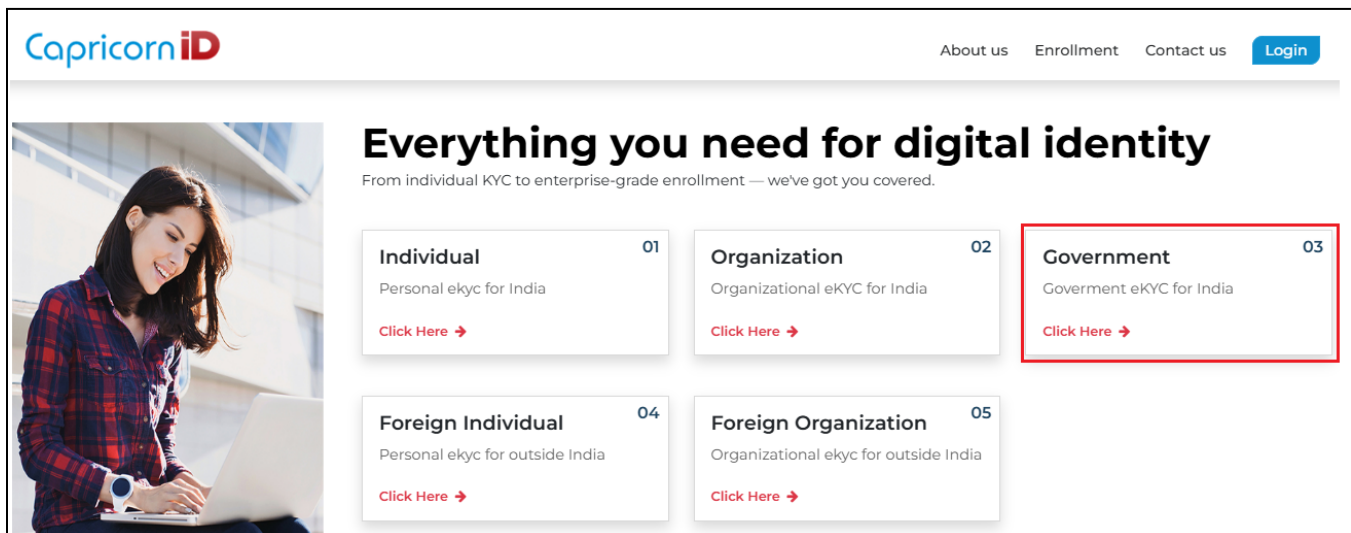
GOV-BASED EKYC PROCEDURE

GOVERNMENT-BASED EKYC PROCEDURE

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



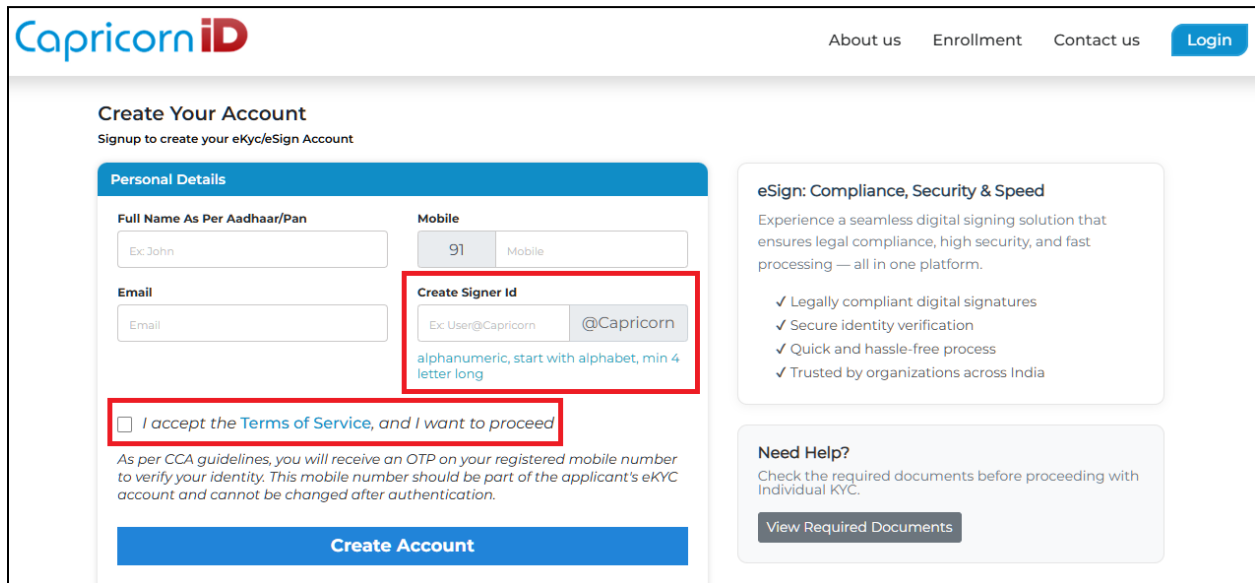
The homepage will display multiple enrollment options. Select **'Government'** to procure GOV-BASED eKYC.



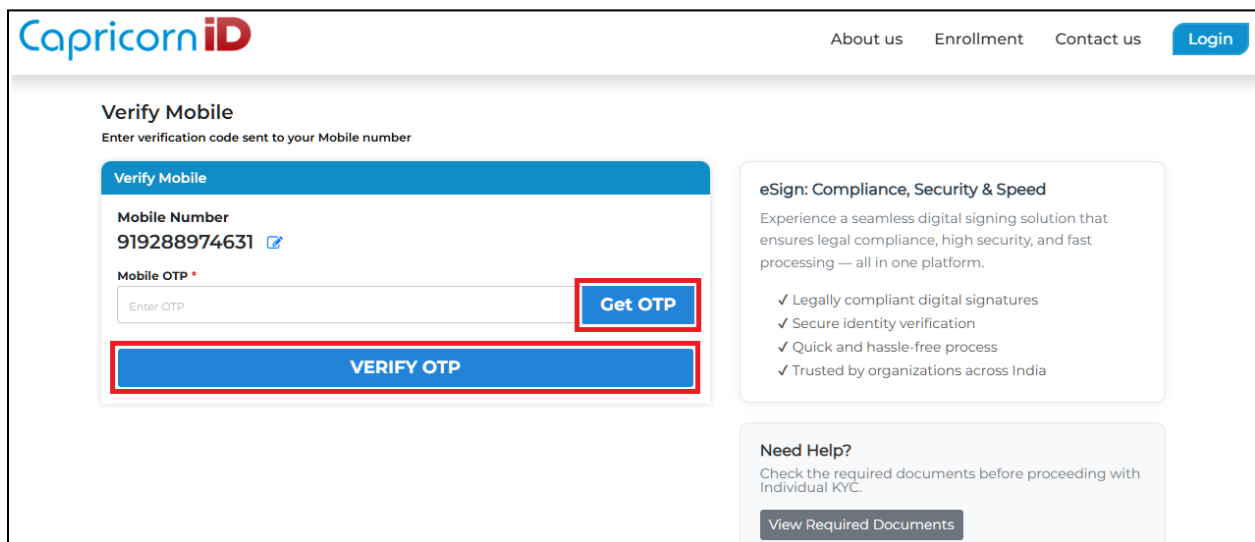
Fill in your **Name, Mobile Number, Email Address, and Signer ID.**

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

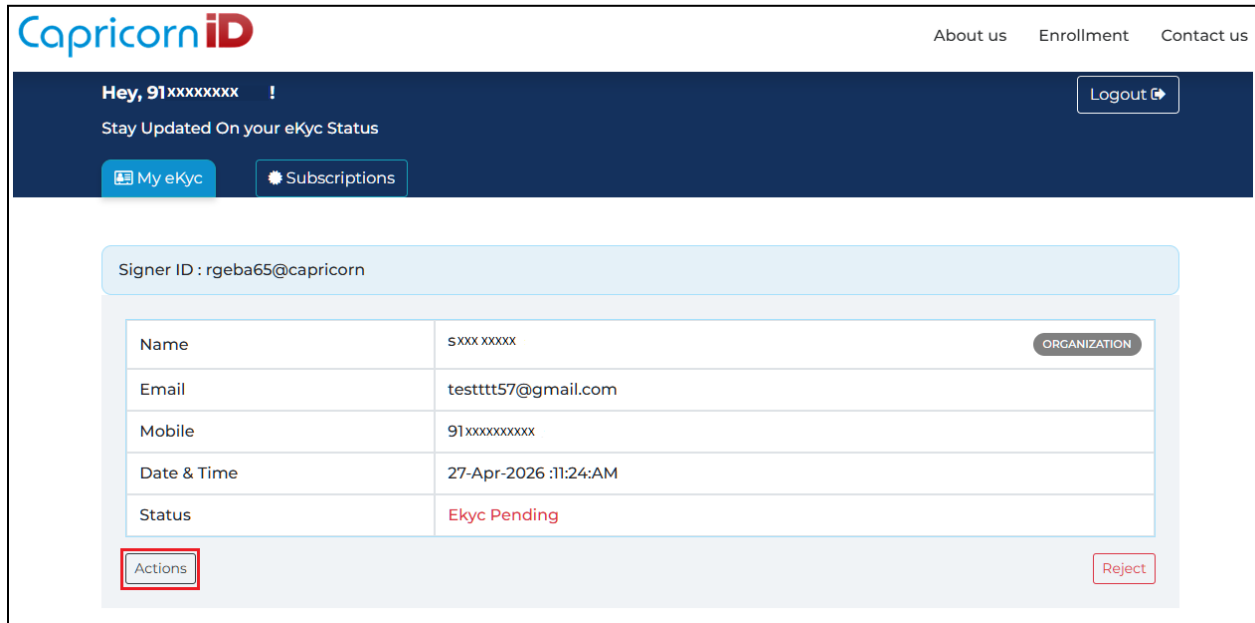
Select the '**Terms of Services**' and '**I'm not a robot**' checkboxes. Click '**Create Account**' to proceed.



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



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



Capricorn iD

About us Enrollment Contact us

Hey, 91xxxxxxx !

Stay Updated On your eKyc Status

My eKyc Subscriptions

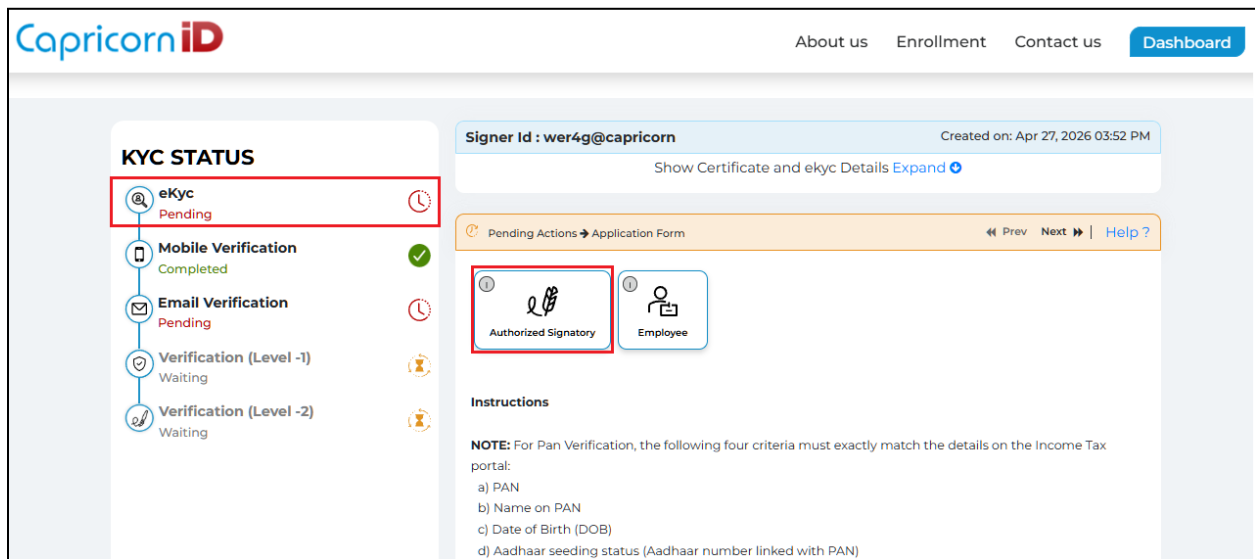
Logout

Signer ID : rgeba65@capricorn

Name	Sxxx xxxxx	ORGANIZATION
Email	testttt57@gmail.com	
Mobile	91xxxxxxxxxx	
Date & Time	27-Apr-2026 :11:24:AM	
Status	Ekyc Pending	

Actions Reject

Click on the **'Authorized Signatory'** option to proceed with your EKYC application.



Capricorn iD

About us Enrollment Contact us Dashboard

Signer Id : wer4g@capricorn Created on: Apr 27, 2026 03:52 PM

Show Certificate and ekyc Details Expand

Pending Actions Application Form Prev Next Help ?

KYC STATUS

- eKyc Pending
- Mobile Verification Completed
- Email Verification Pending
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting

Authorized Signatory **Employee**

Instructions

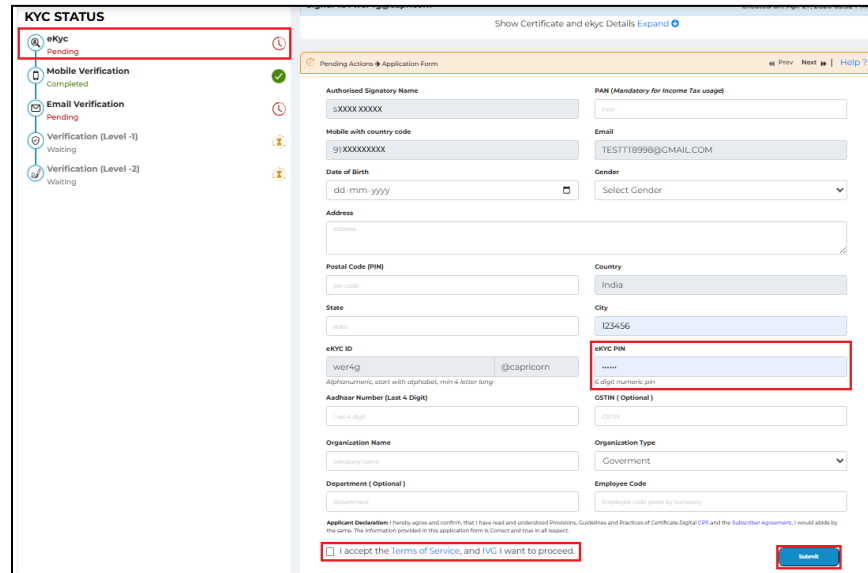
NOTE: For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:

- PAN
- Name on PAN
- Date of Birth (DOB)
- Aadhaar seeding status (Aadhaar number linked with PAN)

Please fill in the required details with the E-KYC pin;

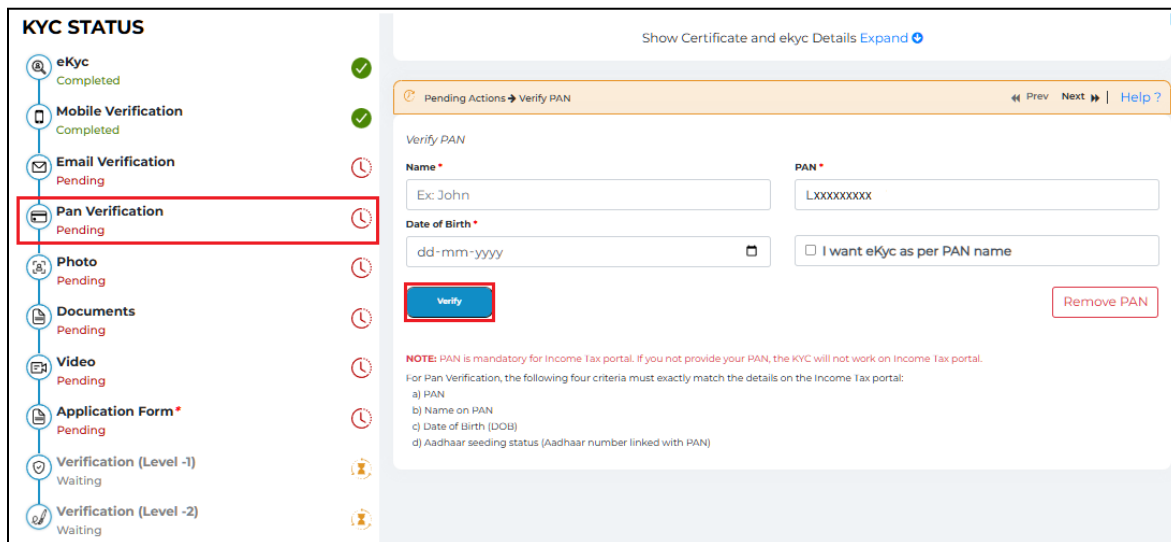
eKYC pin is a six-digit pin that you can set according to your preferences.

Select the checkbox to accept the '**Terms of Service**' and IVG. Click '**Submit**' to move forward.



The screenshot shows the 'KYC STATUS' page with a sidebar on the left listing various verification steps: eKyc (Pending), Mobile Verification (Completed), Email Verification (Pending), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The main content area is titled 'Show Certificate and ekyc Details Expand'. It contains a form for 'Pending Actions -> Application Form'. The form includes fields for Authorized Signatory Name, PAN (Mandatory for Income Tax usage), Mobile with country code, Email, Date of Birth, Gender, Address, Postal Code (PIN), State, Country, City, eKYC ID, Aadhaar Number (Last 4 Digits), Organization Name, Department (Optional), and eKYC PIN (6-digit numeric pin). A checkbox at the bottom is labeled 'I accept the Terms of Service, and IVG I want to proceed'. A 'Submit' button is located at the bottom right.

If you have mentioned your **PAN number**, verify your **Name** and **Date of Birth** as per your **PAN/NSDL data**.



The screenshot shows the 'KYC STATUS' page with a sidebar on the left listing various verification steps: eKyc (Completed), Mobile Verification (Completed), Email Verification (Pending), Pan Verification (Pending), Photo (Pending), Documents (Pending), Video (Pending), Application Form (Pending), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The main content area is titled 'Show Certificate and ekyc Details Expand'. It contains a form for 'Pending Actions -> Verify PAN'. The form includes fields for Name, PAN, and Date of Birth. A checkbox is labeled 'I want eKyc as per PAN name'. A 'Verify' button is located at the bottom left, and a 'Remove PAN' button is at the bottom right. A note at the bottom states: '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 **'Email'** by following the prompts to complete the email verification process.

The screenshot displays the 'KYC STATUS' page for a user with Signer ID: wer4g@capricorn. The left sidebar lists various verification steps: eKyc (Completed), Mobile Verification (Completed), Email Verification (Pending), Pan Verification (Completed), Photo (Pending), Documents (Pending), Video (Pending), Application Form* (Pending), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The 'Email Verification' step is highlighted with a red box. The main content area shows the 'Verify Email' section with a text input field for the email address (TESTTT8998@GMAIL.COM) and an OTP input field. Below these fields are two buttons: 'Verify' and 'Get OTP', both of which are highlighted with red boxes. The page also includes a 'Show Certificate and ekyc Details' link and a 'Help ?' link.

Upload a passport-sized photograph of the applicant.

The screenshot displays the 'KYC STATUS' page for the same user. The 'Photo' step is now highlighted with a red box in the sidebar. The main content area shows the 'Upload Photo' section with a button labeled 'Upload Your Photo Now' and a sub-button 'Upload applicant photo' highlighted with a red box. Below the buttons, there is a text prompt: 'Passport size Photo of the applicant in JPG / PNG/ JPEG Format upto 30Kis allowed (200px X 150px).' and a link to a 'Photo resize tool'. A placeholder icon for a photo is visible on the right side of the section.

Upload the required documents.

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 🕒

Signer ID : wer4g@capricorn

Created on: Apr 27, 2026 03:52 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Upload Document

📄

Applicant Pan card/ Aadhar card *
 ([Which no. is mentioned in order])

Upload

📄

Authorization letter *

Upload

📄

Organizational ID card of Applicant *
 ([Identity letter issued by the organization/ Pay Slip])

Upload

📄

Organizational ID card of an authorized person *
 (If applicable [identity letter issued by the organization/ Pay Slip with PAN / Passport / Driving License])

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.
3. Copy of organizational ID card of Authorized signatory /identity letter issued by the organization/ Proof of individuals association with organisation
5. Designation of applicant is mandatory to mention in authority letter.
6. For the government organizations, the authorised signatory shall be Controlling/Administrative Authority/Head of Office or Head of Department (HoD).
7. In the panchayat level, for issuance of DSC to elected members, the authorised signatory shall be the Block Development Officer (BDO).
8. If authorized signatory doesn't want to mention pan no. in his order, they are not required to show pan card in the video, But he is then required to mention the last 4 digit Aadhar no. and show the original Aadhar card in the video.

Click on **'Start Video Recording'** to initiate video verification.

KYC STATUS

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

Signer ID : wer4g@capricorn

Created on: Apr 27, 2026 03:52 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Record Video

📹

Complete your video verification
 As per CCA guideline video verification required for e-KYC.

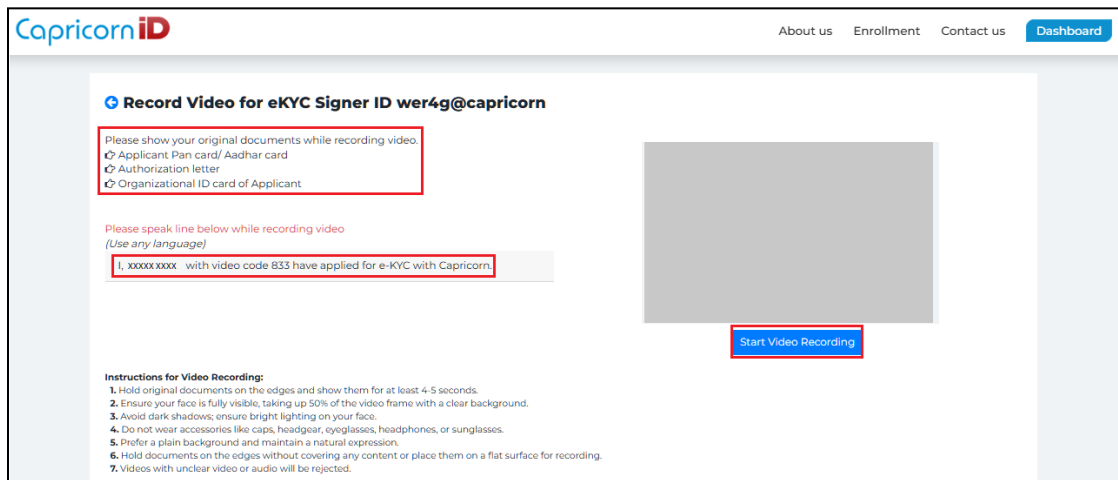
Please show your original documents while recording video.

- 📄 Applicant Pan card/ Aadhar card
- 📄 Authorization letter
- 📄 Organizational ID card of Applicant

Start Video Recording

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.



Record Video for eKYC Signer ID wer4g@capricorn

Please show your original documents while recording video.

- 📄 Applicant Pan card/ Aadhar card
- 📄 Authorization letter
- 📄 Organizational ID card of Applicant

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

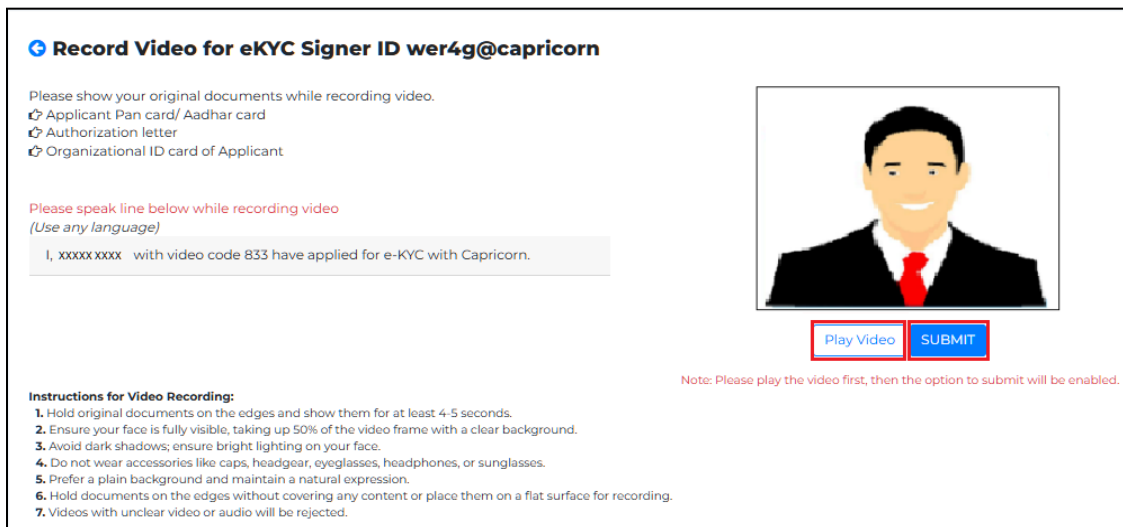
I, xxxxxx with video code 833 have applied for e-KYC with Capricorn.

Start Video Recording

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 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.



Record Video for eKYC Signer ID wer4g@capricorn

Please show your original documents while recording video.

- 📄 Applicant Pan card/ Aadhar card
- 📄 Authorization letter
- 📄 Organizational ID card of Applicant

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

I, xxxxxx with video code 833 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.

Record Video for eKYC Signer ID wer4g@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Authorization letter
- Organizational ID card of Applicant

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

I, xxxxx xxxxx with video code 833 have applied for e-KYC with Capricorn.



Video Uploaded Successfully.

Continue to Enrollment process

As you mentioned, the authorizing person's details on the Authorization letter, the same details are required to be filled in (as shown in the image below).

KYC STATUS

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

Signer Id : wer4g@capricorn Created on: Apr 27, 2026 03:52 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Update Signatory Form [Help ?](#)

Authorising Person for Signatory Approval

Name name	Mobile with country code mobile
Email email	Designation designation

Update

Note: The details of the authorizing person must match those mentioned in the authorization letter.

[NOTE: If you create employees under your EKYC ID, you have to obtain permission from your authorizing person; to know the steps for that, please check the Govt. Signatory Approval Manual.]

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

KYC STATUS

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

Govsignatory

Applicant Name: XXXXXXXXXX Mobile: 91XXXXXXX0000

Email: TESTTT8998@GMAIL.COM PAN Number: LXXXXXXX0000

eKyc Id: wer4g@capricorn

Address

TEST, New Delhi, Delhi, India - 110092

Town/City/District: New Delhi **State/Union Territory**: Delhi **PIN code**: 110092

Organization Name: ABC xyz **Organization Type**: GOVERNMENT

Documents Submitted

- ☒ Photo
- ☒ Video
- ☒ Applicant Pan card/ Aadhar card

Note: 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any eKYC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of Certificate.Digital CPS and the Subscriber Agreement. The information provided in this application form is Correct and true in all respect.

Date: 27 Apr, 2026 04:55 PM

Place: New Delhi

Submit Application Form

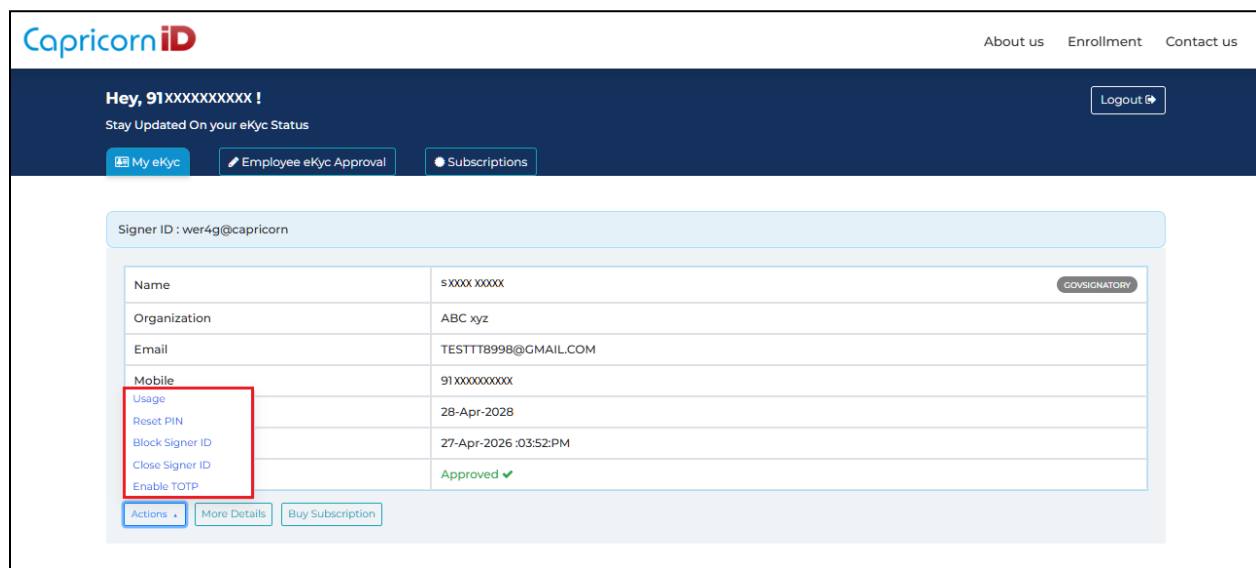
Once the application form is submitted, your EKYC will be sent for verification. The verification will be conducted by Capricorn CA. Please wait for this process to be completed.

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.



The screenshot shows the Capricorn iD web application. 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 a personalized greeting: "Hey, 91XXXXXXXXXX !" and a "Logout" button. Underneath the banner are three buttons: "My eKYC", "Employee eKYC Approval", and "Subscriptions".

The main content area features a profile card for a signer with ID "wer4g@capricorn". The card contains a table of details:

Name	SXXXX XXXXX	CO-SIGNATORY
Organization	ABC xyz	
Email	TESTTT8998@GMAIL.COM	
Mobile	91XXXXXXXXXX	
Usage	28-Apr-2028	
Block Signer ID	27-Apr-2026 :03:52:PM	
Close Signer ID	Approved ✓	
Enable TOTP		

At the bottom of the profile card, there are three buttons: "Actions" (with a dropdown arrow), "More Details", and "Buy Subscription". A red box highlights the "Usage", "Block Signer ID", "Close Signer ID", and "Enable TOTP" rows in the table.