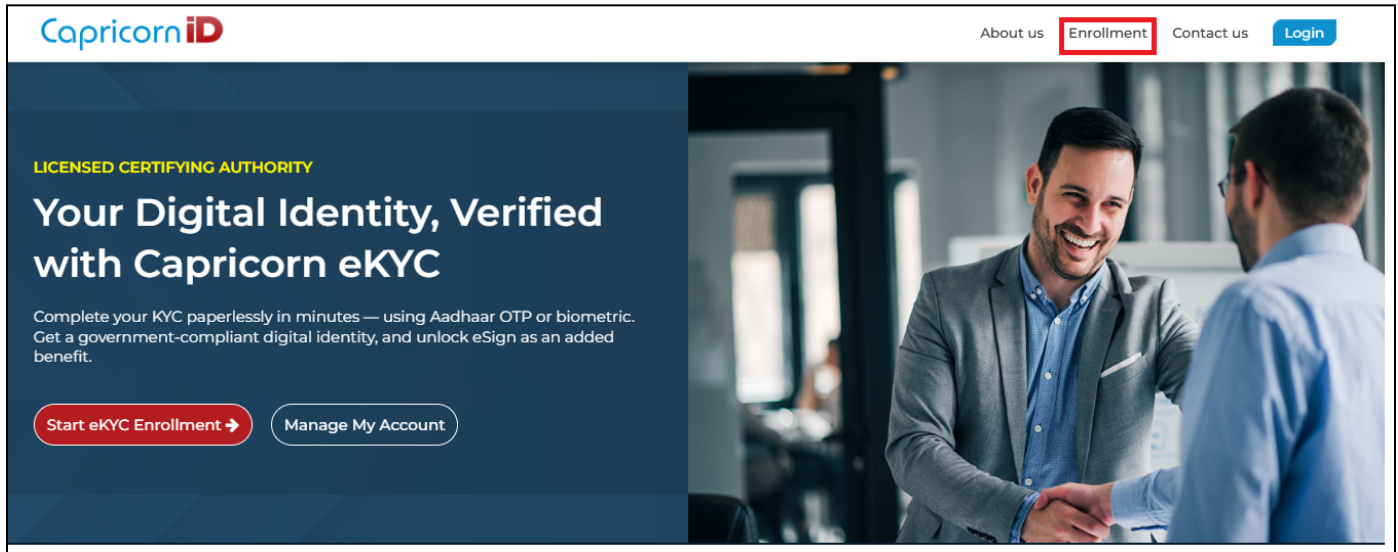


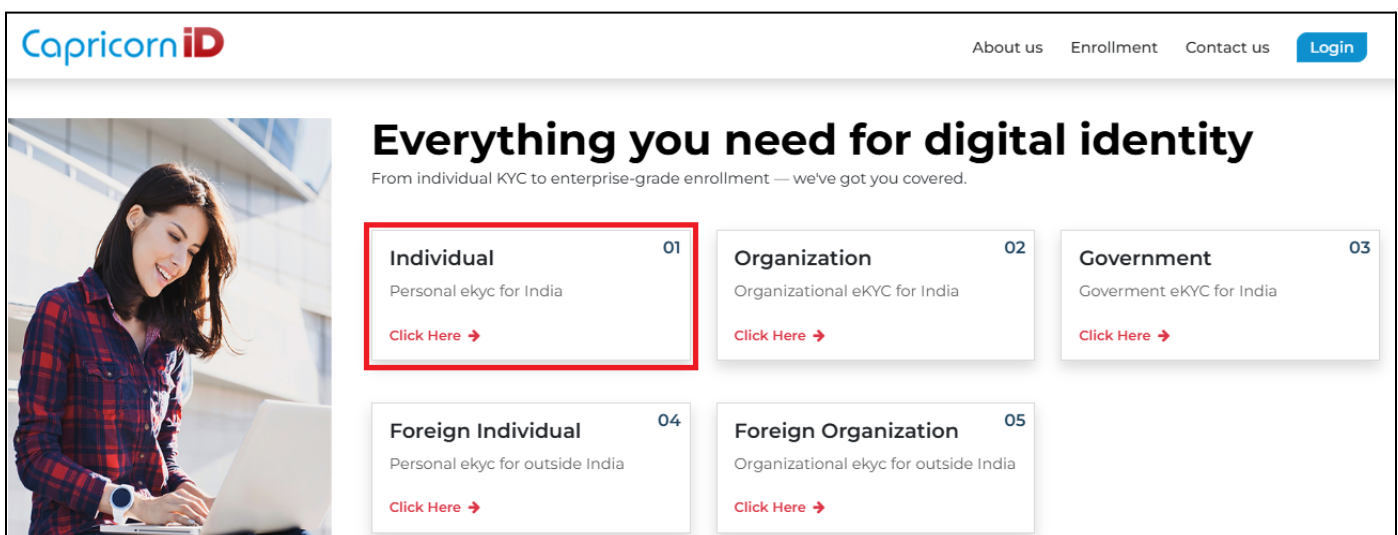
INDIVIDUAL - OFFLINE AADHAAR-BASED ———— EKYC PROCEDURE ————

INDIVIDUAL - OFFLINE AADHAAR-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 **'Individual'** to procure Individual EKYC.



Fill in your Name, Mobile Number, Email Address, and Signer ID. **Signer ID** should be “**alphanumeric, starting with an alphabet, min 4 characters long**”.

Select the '**Terms of Service**' 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, 919288974631! Logout

Stay Updated On your eKyc Status

My eKyc Subscriptions

Signer ID : test5456@capricorn

Name	test	INDIVIDUAL
Email	testtt86@gmail.com	
Mobile	919288974631	
Date & Time	23-Apr-2026 :04:53:PM	
Status	Ekyc Pending	

Actions Reject

Click on the **'AADHAAR OFFLINE'** option to proceed with your EKYC application.

Capricorn iD About us Enrollment Contact us Dashboard

Signer Id : test5456@capricorn Created on: Apr 23, 2026 04:53 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

Aadhaar OTP

The mobile number must be registered with the Aadhaar and same mobile number will be used for further authentication. In video verification, the Applicant does not need to show any documents.

Aadhaar Bio:

Online Aadhaar Biometric based using LJ Fingerprint device registered with UIDAI. Applicant Video verification is not required.

Aadhaar Offline:

The mobile no. must be registered with the Aadhar and the same no. will be used for further authentication. Offline Aadhaar XML downloaded from the UIDAI website. In video verification, the Applicant does not need to show any documents.

PAN Based:

- Scanned copy of the PAN card required
- Scanned copy of Address Proof required.
- Passport size Photo of the applicant in JPG / PNG format.
- In video verification, the applicant needs to show the original PAN card and address proof.

Follow the instructions below to download the offline Aadhaar XML file.

The screenshot shows the Capricorn iD dashboard. On the left, the 'KYC STATUS' section lists: eKyc (Pending), Mobile Verification (Completed), Email Verification (Pending), Verification (Level -1) (Waiting), and Verification (Level -2) (Waiting). The main area displays the 'Signer Id : test5458@capricorn' and 'Created on: Apr 23, 2026 05:06 PM'. Below this, the 'Pending Actions' section shows 'Application Form'. The 'Selected eKyc option' is 'Offline Aadhaar XML'. A red box highlights the instruction: 'To download your offline aadhaar zip go here https://myaadhaar.uidai.gov.in/offline-ekyc'. Below this, there are fields for 'Offline Aadhaar Zip file' (with a 'Choose file' button), 'Share Code' (with a 'Share Code' input field), and 'Aadhaar Registered Mobile' (with a masked number and a 'Validate' button). A disclaimer at the bottom states: 'I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate.Digital CPS and the Subscriber Agreement, I would abide by the same. The information provided in this application form is Correct and true in all respect.'

Kindly navigate to the '**UIDAI Website**', look for the option to download your offline Aadhaar XML file. Follow the instructions to generate and download the XML file. You will be prompted to set a '**Share Code**' during this process. Make sure to remember this code.

Go to the Aadhaar website. (<https://myaadhaar.uidai.gov.in/>)

Click on the '**Login**' button to log in to your Aadhaar portal.

The screenshot shows the 'myAadhaar' login page. At the top, it says 'Unique Identification Authority of India Government of India' and 'myAadhaar'. The main heading is 'Welcome to myAadhaar'. Below this, it says: 'Click on Login button to explore online demographics update service, Aadhaar PVC card ordering & tracking, and more value-added services offered by UIDAI. Your mobile number is required to be registered with the aadhaar to login.' On the right, there is a large fingerprint icon and a red box around the 'Login' button. A red arrow points from the text below the fingerprint icon to the 'Login' button. Below the 'Login' button, it says 'Login with Aadhaar and OTP'.

Fill in the details and click on the **'Send OTP'** Tab. OTP has now been sent to the mobile number registered with Aadhaar. Enter the **OTP** and click on the **'Login'** button.

Unique Identification Authority of India
Government of India

Enter Aadhaar

Spn10

Enter Above Captcha

Send OTP

Enter OTP

Login

After the successful login to your Aadhaar account, you will get the offline eKYC tab. Once you click that tab, you will be taken to the next page to enter the share code.

myAadhaar

English

Download Aadhaar
Click here to download digitally signed and password protected electronic copy of the Aadhaar.

Order Aadhaar PVC Card
Click here to order a secure, wallet-sized Aadhaar PVC card.

Update Aadhaar Online
Click here to update the Name, DoB, Gender, Address and Language data of your Aadhaar.

Bank Linking Status
Click here to check the Aadhaar and bank account linking status.

Generate Virtual ID
Virtual ID (VID) can be used in-lieu of the Aadhaar number. Click here to download 16 digits random VID.

Lock / Unlock Biometrics
Click here to temporarily lock/unlock your biometrics information.

Lock / Unlock Aadhaar
Click here to temporarily lock/unlock your Aadhaar. Please use this service carefully.

Offline eKYC
Click here to access secure and shareable eKYC document, used for offline identification verification.

Enter the share code and click the **'Download'** button to complete the Aadhaar zip file downloading process.

Create a Share Code of 4 Digits

Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification. The details will contain Name, Address, Photo, Gender, DOB, hash of registered Mobile Number, hash of registered Email Address and reference id which contains last 4 digits of Aadhaar Number followed by time stamp in a digitally signed XML.

Create a Share Code

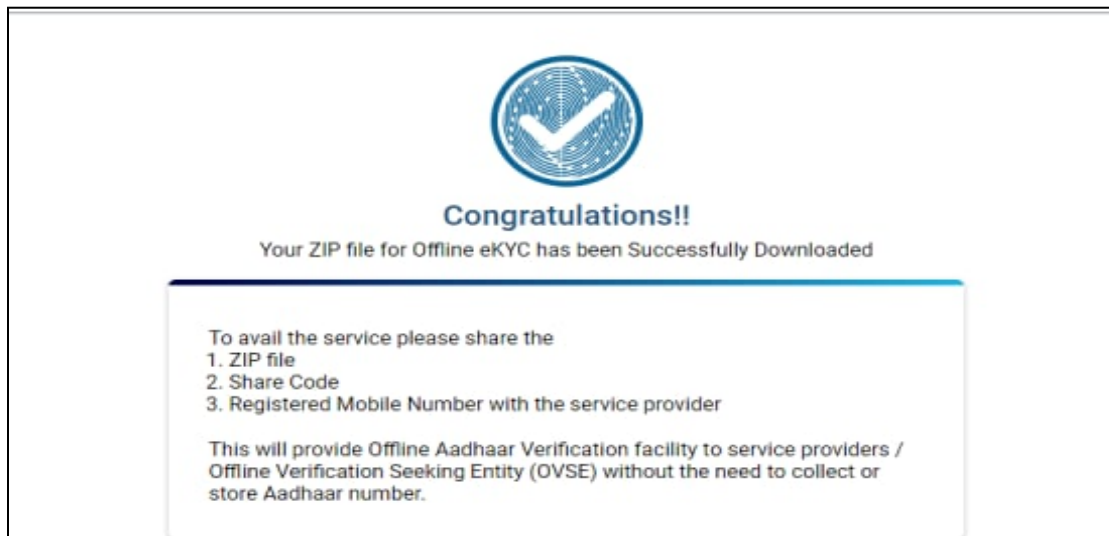
4 - Digits Share Code to be Created

A ZIP file containing your eKYC will be password protected using the Share Code. Upon clicking Download, the file will be downloaded to your device / desktop.

Back

Download

You will get a confirmation pop-up, and the Aadhaar zip file will be successfully downloaded to your system.



Once you have uploaded the XML file and entered the **Share Code**, click on the **'Validate'** button to proceed.

Capricorn iD

About us Enrollment Contact us **Dashboard**

KYC STATUS

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

Signer Id : test5458@capricorn Created on: Apr 23, 2026 05:06 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form [Help ?](#)

Selected eKyc option: Offline Aadhaar XML [Change](#)

To download your offline aadhaar zip go here <https://myaadhaar.uidai.gov.in/offline-ekyc> [Help](#)

Offline Aadhaar Zip file

offlineaadha...120642333.zip

Share Code

Aadhaar Registered Mobile

I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate.Digital [CPS](#) and the [Subscriber Agreement](#), I would abide by the same. The information provided in this application form is Correct and true in all respect.

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.

KYC STATUS

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

Signer Id : test5458@capricorn

Created on: Apr 23, 2026 05:06 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form

Applicant Name: SXXXXXX | PAN (Mandatory for Income Tax usage): PAN

Mobile with country code: 91XXXXXX | Email: testtt86@gmail.com

Date of Birth: XX XX 2000 | Gender: Male

Verify your '**Email**' by following the prompts to complete the email verification process.

KYC STATUS

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

Signer Id : test5458@capricorn

Created on: Apr 23, 2026 05:06 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify Email

Verify Email

Email: testtt86@gmail.com | OTP: Enter OTP

[Verify](#) [Get OTP](#)

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

KYC STATUS

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

Signer Id : test5458@capricorn Created on: Apr 23, 2026 05:06 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)

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**
Optional
- Video**
Pending
- Application Form***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting

Signer Id : test5458@capricorn Created on: Apr 23, 2026 05:06 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.

Start Video 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 test5458@capricorn

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

I, xxxx xxxx with video code 965 have applied for e-KYC with Capricorn.



Start Video Recording

Instructions for Video Recording:

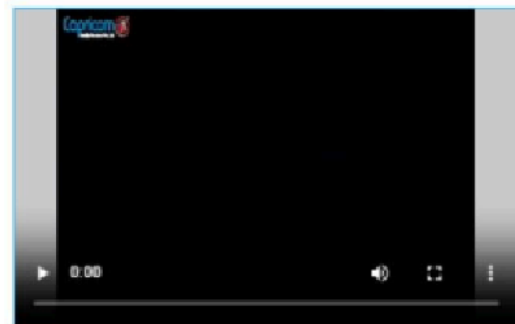
1. Hold original documents on the edges and show them for at least 4-5 seconds.
2. Ensure your face is fully visible, taking up 50% of the video frame with a clear background.
3. Avoid dark shadows; ensure bright lighting on your face.
4. Do not wear accessories like caps, headgear, eyeglasses, headphones, 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 Video' button and clicking on 'Submit' to complete the video recording confirmation.

Record Video for eKYC Signer ID test5458@capricorn

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

I, xxxx xxxxx with video code 965 have applied for e-KYC with Capricorn.



Play Video

SUBMIT

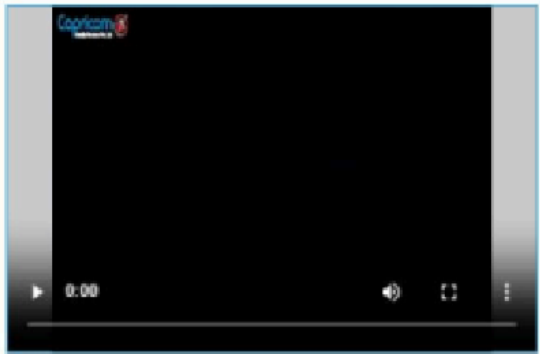
Note: Please play the video first, then the option to submit will be enabled.

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

Record Video for eKYC Signer ID test5458@capricorn

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

I, XXXX XXXX with video code 965 have applied for e-KYC with Capricorn.



Video Uploaded Successfully.

Continue to Enrollment process

After completing the video recording, click on **'Submit Application Form'**.

KYC STATUS

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

Signer Id : test5458@capricorn

Created on: Apr 23, 2026 05:06 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions Application Form

CERTIFICATE DIGITAL Individual eKyc Registration Form

Form Id 262343YF

Applicant Name sXXXX XXXX Mobile 9XXXXXXXXXX

Email testt86@gmail.com PAN Number LXXXXXXXXX

eKyc Id test5458@capricorn Aadhaar XXXX XXXX

Address

House

Town/City/District East Delhi State/Union Territory Delhi PIN code 110051

Documents Submitted

- ☒ Photo
- ☒ Video
- ☒ Aadhaar Details

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: 24 Apr, 2026 11:03 AM

Place: East 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, your 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 displays the Capricorn iD user dashboard. At the top, the Capricorn iD logo is on the left, and navigation links for 'About us', 'Enrollment', and 'Contact us' are on the right. A dark blue header bar contains the greeting 'Hey, 91XXXXXXXX !', the text 'Stay Updated On your eKyc Status', and a 'Logout' button. Below this, there are two buttons: 'My eKyc' and 'Subscriptions'. The main content area shows the 'Signer ID : testth58@capricorn'. A table displays the user's details:

Name	5XXXXXXXX	INDIVIDUAL
Email	TESTT86@GMAIL.COM	
Mobile	91XXXXXXXXXX	
Expiry	24-Apr-2028	
Date & Time	24-Apr-2026 :10:21:AM	
Status	Approved ✓	

Below the table, there are three buttons: 'Actions', 'More Details', and 'Buy Subscription'. The 'Actions' button is expanded, showing a list of options: 'Usage', 'Reset PIN', 'Block Signer ID', 'Close Signer ID', and 'Enable TOTP'. The 'Status' field in the table and the 'Actions' dropdown menu are highlighted with red boxes.