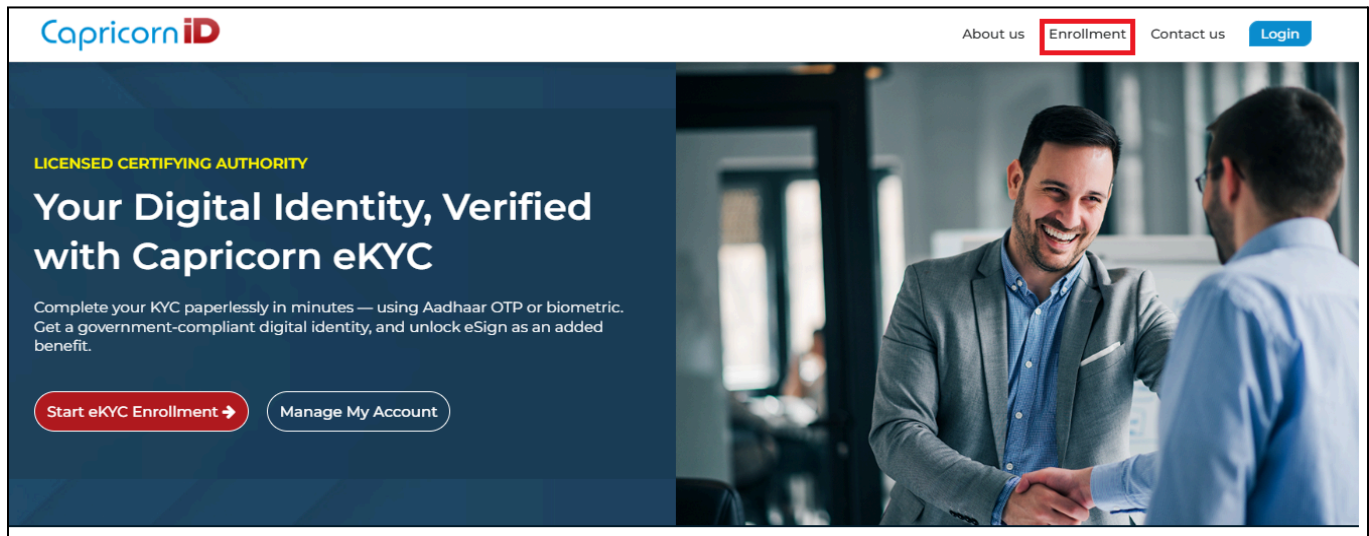


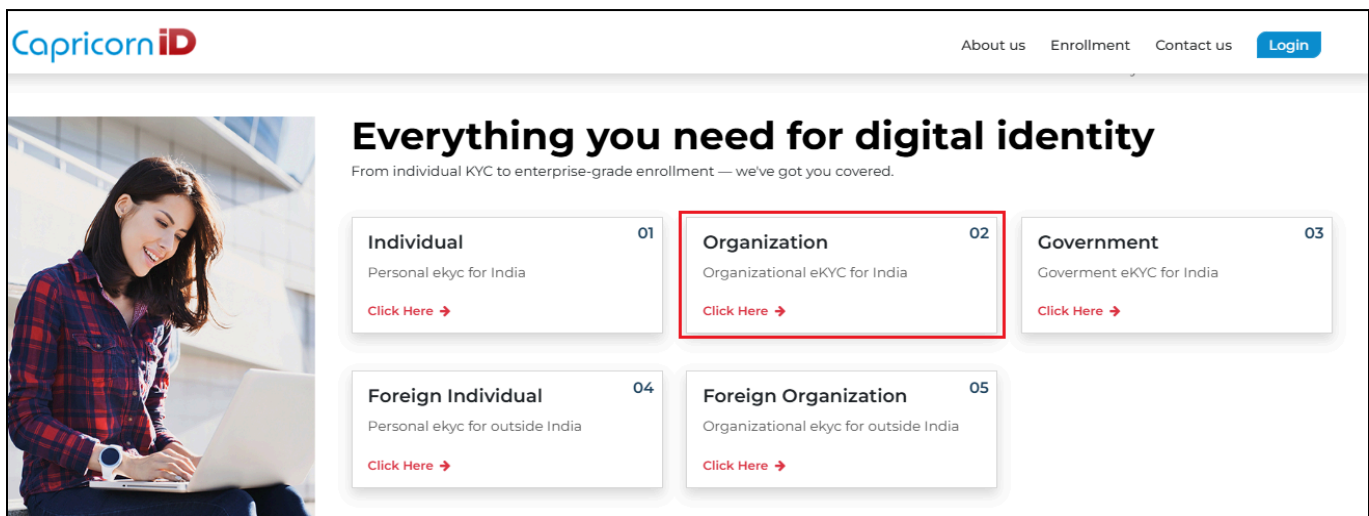
• ORGANIZATION- • BASED EKYC PROCEDURE

ORGANIZATION-BASED EKYC PROCEDURE

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

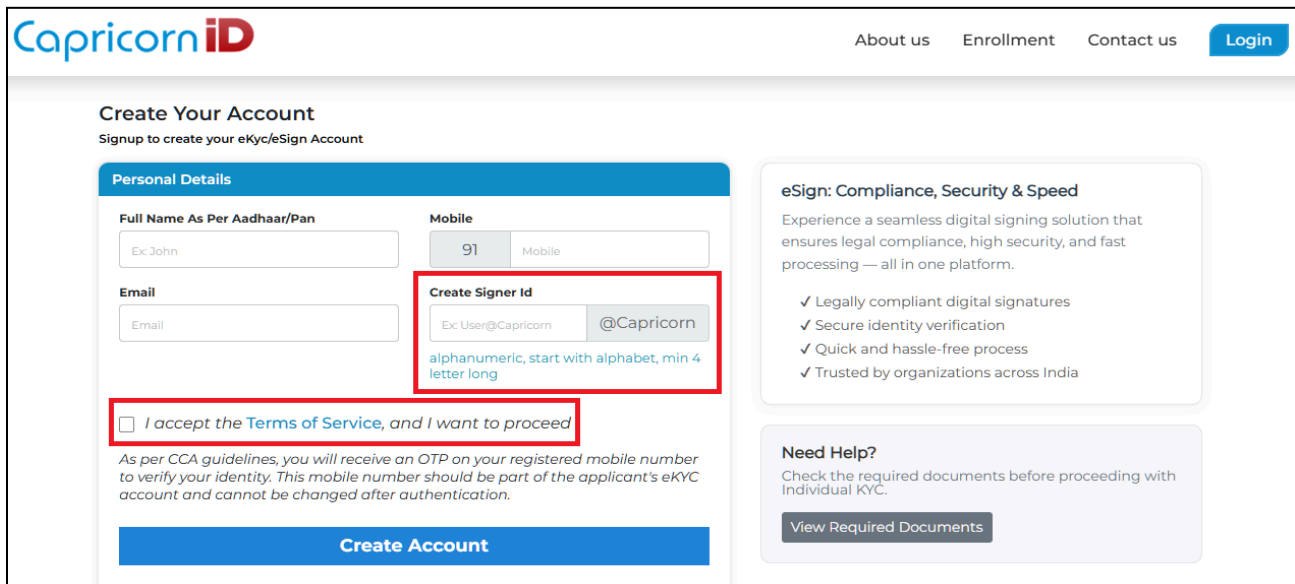


The homepage will display multiple enrollment options. Select **'Organization'** to procure Organizational EKYC.

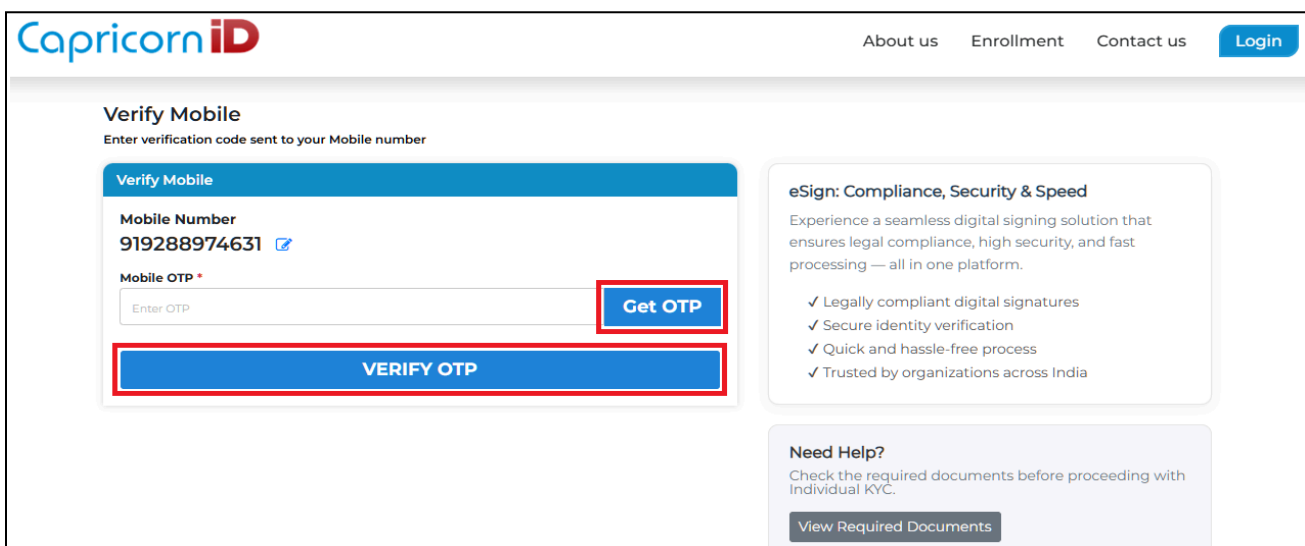


Fill in your **Name**, **Mobile Number**, **Email Address**, and **Signer ID**. Signer ID should be “**alphanumeric, starting with alphabet, min 4 character long**”.

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, 91XXXXXXXXX !

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 : rgeba65@capricorn Created on: Apr 27, 2026 11:24 AM

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:

a) 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 'Application Form' for eKYC. The left sidebar indicates the current step is 'eKyc' (Pending). The main form contains the following fields:

- Authorized Signatory Name: sXXXXX XXXXXX
- PAN (Mandatory for Income Tax usage): PAN
- Mobile with country code: 91 XXXXXXXXXX
- Email: testttt57@gmail.com
- Date of Birth: dd-mm-yyyy
- Gender: Select Gender
- Address: address
- Postal Code (PIN): pin code
- Country: India
- State: state
- City: 123456
- eKyc ID: rgeba65 @capricorn
- Aadhaar Number (Last 4 Digit): Last 4 digit
- Organization Name: company name
- Organization Type: - Select Organisation Type -
- Department (Optional): department
- Employee Code: Employee code given by company
- eKyc PIN: (6 digit numeric pin)
- GSTIN (Optional): GSTIN

At the bottom, there is a checkbox for 'I accept the Terms of Service, and IVG I want to proceed.' and a 'Submit' button.

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

The screenshot shows the 'Verify Email' step of the application process. The left sidebar indicates the current step is 'Email Verification' (Pending). The main form contains the following fields:

- Email: testttt57@gmail.com
- OTP: Enter OTP

At the bottom, there is a 'Verify' button and a 'Get OTP' button.

If you have mentioned your **PAN** number, 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 Pending 🕒
- Documents Pending 🕒
- Video Pending 🕒
- Application Form* Pending 🕒
- Verification (Level -1) Waiting 🕒
- Verification (Level -2) Waiting 🕒

Show Certificate and ekyc Details [Expand](#)

Pending Actions → [Verify PAN](#) ⏪ Prev Next ⏩ [Help ?](#)

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)

Upload a passport-sized photograph of the applicant.

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 🕒

Show Certificate and ekyc Details [Expand](#)

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.

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 : rgeba65@capricorn Created on: Apr 27, 2026 11:24 AM

Show Certificate and ekyc Details [Expand](#)

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

📄

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

[Upload](#)

📄

Authorized signatory letter/ Board resolution *
(If an Authorized signatory is not a director, Board Resolution with DSC authorization letter.)

[Upload](#)

📄

Organization bank statement. *
(Original Bank Statement with transactions less than 3 months, signed by the Bank.)

[Upload](#)

📄

Certificate of incorporation *

[Upload](#)

📄

Copy of List of Directors / MCA signatory list

[Upload](#)

📄

Authorizing person sign id proof *
(PAN, Passport or Driving License) or organizational ID card)

[Upload](#)

📄

Organization Pan card

[Upload](#)

📄

Other Documents
(If you Required)

[Upload](#)

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 🕒

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Record Video ⏪ Prev Next ⏩ [Help ?](#)

📹

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
- 📄 Authorized signatory letter/ Board resolution
- 📄 Organization bank statement.
- 📄 Certificate of incorporation

[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.

Capricorn iD
About us
Enrollment
Contact us
Dashboard

Record Video for eKYC Signer ID rgeba65@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Authorized signatory letter/ Board resolution
- Organization bank statement.
- Certificate of incorporation

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

I, \$ xxxx xxxx with video code 552 have applied for e-KYC with Capricorn.

Start Video Recording

Instructions for Video Recording:

- Hold original documents on the edges and show them for at least 4-5 seconds.
- Ensure your face is fully visible, taking up 50% of the video frame with a clear background.
- Avoid dark shadows; ensure bright lighting on your face.
- Do not wear accessories like caps, headgear, eyeglasses, headphones, or sunglasses.
- Prefer a plain background and maintain a natural expression.
- Hold documents on the edges without covering any content or place them on a flat surface for recording.
- 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

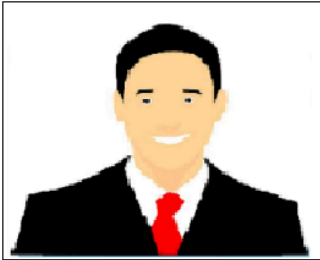
Record Video for eKYC Signer ID rgeba65@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Authorized signatory letter/ Board resolution
- Organization bank statement.
- Certificate of incorporation

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

I, XXXX XXXX with video code 552 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 **'Continue to Enrollment process'** to continue your eKYC application.

Record Video for eKYC Signer ID rgeba65@capricorn

Please show your original documents while recording video.

- Applicant Pan card/ Aadhar card
- Authorized signatory letter/ Board resolution
- Organization bank statement.
- Certificate of incorporation

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

I, XXXX XXXX with video code 552 have applied for e-KYC with Capricorn.

Video Uploaded Successfully.

Continue to Enrollment process

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

Show Certificate and eKyc Details [Expand](#)

Pending Actions Application Form [Show](#) [Next](#) [Help ?](#)

CERTIFICATE DIGITAL **Orgsignatory** Form Id: 262352QZ

Licensed Certifying Authority eKYC Registration Form

Applicant Name	Mobile
sXXXX XXXX	91XXXXXXX000000000000
Email	BAN Number
test1157@gmail.com	LXXXXXXX000000000000
eKyc Id	Aadhaar
rgeba65@capricorn	XXXX XXXX 0205

Address

TEST, New Delhi, Delhi, India - 110092

Town/City/District **State/Union Territory** **PIN code**

New Delhi Delhi 110092

Organization Name **Organization Type**

abc ltd CORPORATE ENTITIES

Documents Submitted

- Photo
- Video
- Applicant Pan card/ Aadhar card

Note: If 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 12:34 PM

Place: New Delhi

Submit Application Form

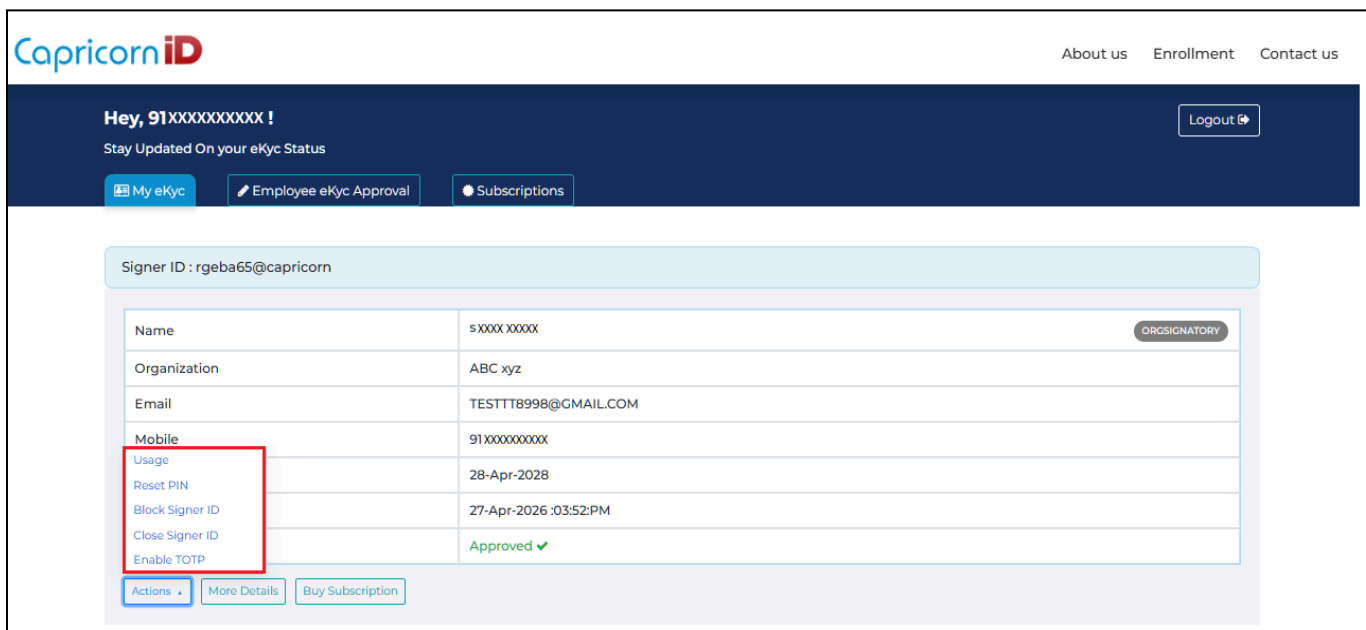
Once the application form is submitted, your EKYC will be sent for verification. Capricorn CA will conduct the verification. Please wait for this process to be completed.

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.



Signer ID : rgeba65@capricorn	
Name	SXXXX XXXXX ORIGINATORY
Organization	ABC xyz
Email	TESTTT8998@GMAIL.COM
Mobile	91XXXXXXXXXX
Usage	28-Apr-2028
Reset PIN	
Block Signer ID	27-Apr-2026 :03:52:PM
Close Signer ID	Approved ✓
Enable TOTP	

Actions • More Details Buy Subscription