



(n)Code Solutions- A Division of GNFC Limited

Organization eKYC based Paperless DSC issuance for Organization Category Version 1.0





About Organization based paperless DSC issuance.

As per Controller of Certifying Authorities (CCA) "<u>https://www.cca.gov.in</u>" Identity Verification Guidelines V1.9 "<u>http://www.cca.gov.in/sites/files/pdf/guidelines/CCA-IVG.pdf</u>" at point number 5, page no. 23, Guidelines for maintaining e-KYC account by Certifying Authority, as per section 5.3, Organizational KYC for Organizational Person Certificates is :

A. Steps for Organizational KYC for Authorized Signatory:

- 1. Please access registration link from Email address or DSC Application using Applicant ID (Page no. 4).
- 2. Please select "YES" for Paperless DSC registration (Page no. 4).
- Select "Yes" if you are existing (n)Code eKYC user else "No" to create new (n)Code eKYC account. (Page no. 5)
- 4. Click to "Organization eKYC Registration. (Page no. 5).
- 5. Fill all your Organization and Authorized Signatories KYC details in eKYC Account Registration page (Page no. 6).
- 6. Create eKYC Userid (8 To 16 Character) and Pin (6 Digit/Numeric password) (Page no. 7).
- 7. Provide consent and perform "Submit eKYC details (Page no. 8)"
- 8. Login using existing eKYC Account (UserID) and PIN (Page no. 9).
- 9. System will redirect you to the eSign page to enable pre-filled details in Application (Page no. 11).
- 10. Subscriber/User has to login again using existing eKYC Account / UserID and PIN to sign DSC Application form (Page no.11).
- 11. Thereafter application will be successfully submitted and Customer ID (CID) will be generated (Page no.12).

B. Steps for Authorized Signatories eKYC profile login.

- 1. Authorized signatory needs to Login into the eKYC Profile after downloading his certificate(Page no.12)
- 2. Logged into the Profile login. (Page no.13)
- 3. Certificate Map(Page no.13)
- 4. Select certificate and enter pin to map certificate (Page no.14).
- 5. Acknowledge message for certificate has been mapped successfully (Page no.14).





C. Steps for Organizational KYC for Employee

- 1. Employee needs visit www.ncodesolutions.com → Quick Links → Organization Employee eKYC Creation. (Page no.15)
- 2. Enter Organization Name and Verify organization existence (Page no.16)
- 3. Fill Employee Information (Page no.16)
- 4. Provide consent and perform "Submit eKYC details (Page no. 17)"
- 5. Login using existing eKYC Account (UserID) and PIN (Page no. 18).
- 6. eKYC profile created and send for approval (Coordinate with Authorized signatory) (Page no.18).

D. Steps for employee eKYC Account Approval

- 1. Select "Employee Approval (Page no.19)
- 2. Select Certificate(Page no.20)
- 3. Application has been approved (Page no.20).

E. Steps for employee eKYC Registrations.

- 1. Please click on below link to perform DSC registration (Page no.20).
- 2. Please select "YES" for Paperless DSC registration. (Page no.21)
- 3. Select "Yes" (Page no.21)
- 4. Login using existing eKYC Account (UserID) and PIN to filled DSC Application form (Page no.22).
- 5. Registration form along with applicant's photo will filled automatically, Click "Submit" (Page no.22).
- 6. System will redirect you to the eSign page to enable digitally signed application form (Page no.24).
- 7. Login using existing eKYC Account / User ID and PIN to sign DSC Application form (Page no.24).
- 8. Application successfully submitted and CID has been generated (Page no.25).
- **U**Subscriber receives Acknowledgement message on his/her registered Mobile number and E-Mail.
- Subscriber will also receive video uploading link to record live video of minimum 22 seconds.
- After uploading video RA has to click on tab 'Sent To Verification' thereafter it would be forwarded to the Verification Officer for Verification of provided details and on successful verification, authorize code(s) and reference code(s) will be generated and will be sent on subscriber's registered Mobile number for downloading DSC on Crypto Tokens.

Declaimer: This help document is for basic understanding of process steps only. Exact Process, page contents may change on the basis of new application updates or changes in IT Act & CCA Guidelines.





nal.p@ncode.in forwarded this mess k here to download p	age on 03/01/2020 5:28 PM. jictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	
	Dear PARTNERSUBSCRIBER , Pls Register the DSC Registration Details in the available links. (1)https://usercenter.ncodesolutions.com:8080/DSC Application/DSC ApplicationForm.do? CALCHASH=IGFFDIHGDJDFDJx470ny.2@0p1qr.v0@IGFFDI&nai=43060206&cid=116200&uid=27321&sid=krunal.p@ncode.in&pid=23	
	The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient, please notify the sender at (n)Code Solutions or support@ncodesolutions.com immediately and destroy all copies of this message and any attachments.	
	2004 (n)Code Solutions. All rights reserved.	
2. Please If you	e select "YES" for Paperless DSC registration. a select "No" then system will redirect you to Normal Paper based DSC registration.	
2. Please If you	e select "YES" for Paperless DSC registration. a select "No" then system will redirect you to Normal Paper based DSC registration. Do you want to use (n)Code Solutions Paperless DSC Registration?	
2. Please If you Pape organ	e select "YES" for Paperless DSC registration. a select "No" then system will redirect you to Normal Paper based DSC registration. Do you want to use (n)Code Solutions Paperless DSC Registration? rless Registration facility is enabled for applying Digital Signature Certificate (Class II & Class III hization) in paperless manner using 'eKYO Account'.	
2. Please If you Pape organ No m proce	e select "YES" for Paperless DSC registration. a select "No" then system will redirect you to Normal Paper based DSC registration. Do you want to use (n)Code Solutions Paperless DSC Registration? rless Registration facility is enabled for applying Digital Signature Certificate (Class II & Class III nization) in paperless manner using 'eKYC Account'. eed to submit any physical document for eKYC. It is totally automated, authenticated, safe & fast ess.	
2. Please If you Pape organ No m proce	e select "YES" for Paperless DSC registration. a select "No" then system will redirect you to Normal Paper based DSC registration. Do you want to use (n)Code Solutions Paperless DSC Registration? rrless Registration facility is enabled for applying Digital Signature Certificate (Class II & Class III nization) in paperless manner using 'eKYC Account'. eed to submit any physical document for eKYC. It is totally automated, authenticated, safe & fast est this facility Subscriber must be an 'Aadhaar' / 'PAN' holder . Press 'Yes' to use this facility.	
2. Please If you Pape organ No na proce To us Please	e select "YES" for Paperless DSC registration. a select "No" then system will redirect you to Normal Paper based DSC registration. Do you want to use (n)Code Solutions Paperless DSC Registration? reless Registration facility is enabled for applying Digital Signature Certificate (Class II & Class III nization) in paperless manner using 'eKYC Account'. eed to submit any physical document for eKYC. It is totally automated, authenticated, safe & fast ess. se this facility Subscriber must be an 'Aadhaar' / 'PAN' holder . Press 'Yes' to use this facility. se press 'No' for traditional Paper based DSC process.	
2. Please If you Pape organ No m- proce To us Please	e select "YES" for Paperless DSC registration. a select "No" then system will redirect you to Normal Paper based DSC registration. Do you want to use (n)Code Solutions Paperless DSC Registration? rless Registration facility is enabled for applying Digital Signature Certificate (Class II & Class III nization) in paperless manner using 'eKYC Account'. eed to submit any physical document for eKYC. It is totally automated, authenticated, safe & fast as: se this facility Subscriber must be an 'Aadhaar' / 'PAN' holder . Press 'Yes' to use this facility. the press 'No' for traditional Paper based DSC process. Yes No	





3. Select "Yes" if you are existing eKYC user else "No" to create new eKYC account (*First time user needs to create eKYC to proceed further.) (n)Code[®] **Paperless eKyc Registration** Solutions e-Safe . e-Se Date : 3/7/2020 Time : 10:00 AM eSign Form General **Certificate Details eKYC Process** eKYC Login **Applicant Details Application Status** Instructions Are you Existing eKYC Account User? O Yes O No © 2019 (n)Code Solutions, All rights Reserved. Design and Developed by (n)Code Solutions 4. Click to "Organization eKYC Registration. (n)Code[®] **Paperless eKyc Registration** Date : 3/7/2020 Time : 10:00 AM General **Certificate Details eKYC Process** eKYC Login **Applicant Details** eSign Form **Application Status** Instructions For Organization eKYC Registration, Please Click Here © 2019 (n)Code Solutions, All rights Reserved. Design and Developed by (n)Code Solutions





5. Please read left side instructions "eKYC Registration" before proceeding further. 6. Fill Subscribers details and validate. eKYC Registration General Instructions Certificate Details eKYC Login Applicant Details Application Status eKYC Process eSign Form \odot O \cap \mathbf{C} \mathbf{C} **eKYC Registration** eKYC Account Registration Subscriber must need to be an Authorized signatory/Employee of the organization and document proof needs Organization Type * O Government/PSU Organization PAN No.* Corporate Organization to upload at the time of eKYC account GSTIN creation. Organization Legal Name * Subscriber must have PAN (Permanent VERIFY GST NUMBER Account Number)/ Aadhaar number as according to CCA Guidelines. Postal Code * Company Type * --Select Type- Unique Email ID and Mobile Number State * required Address * 🕄 --Select State-• Video verification of the applicant is Country * Mode vehiclation of the applicant is mandatory as per CCA IVG 5.1(vi). During the video recording, the applicant must need to display original PAN card and Address proof ID having address to cross verification by Verification officer and it should be in a clear and readable form. INDIA Website URL * Area/Landmark * () Town/City/District * 0 and it should be in a clear and readable Town/City/District * () form. Telephone No * CIN AUTHORIZED SIGNATORY INFORMATION Signatory PAN No./Aadhaar Number Mobile * C Mobile OTP * VERIFY PAN Email * C Name(As per PAN) * Email OTP* () Gender * ● Male ○ Female Date of Birth * dd-mm-yyyy Employee ID * 🕄 eKYC Login User Name * 🕄 PIN* 🕄 Confirm PIN * Employee ID * 🚯 eKYC Login User Name * 🚯 PIN*0 Confirm PIN * Upload Documents Document Type * UPLOAD --Select Document Choose File No...n Sr.No Document Name View I Allow my PAN /Aadhaar information to be used by (n)Code Solutions to Create eKYC Account for the purpose of Paperless DSC issuance. I have Read all the Terms and Conditions of Subscriber Agreement, I agree and allow (n)Code Solutions to eSign the Subscriber Agreement on successful account creation and to be shared on Email. © 2019 (n)Code Solutions, All rights Reserved. Design and Developed by (n)Code Solutions





- Select Organization Type : Corporate Organization
- o Enter Organization Pan number, GST number and validate
- Select Organization Type (Like, Proprietor, Partnership...), Telephone No and website URL.
- Enter Authorized signatory's Information.
- Enter Authorized signatory's PAN / Aadhaar number.
- Enter Mobile Number and E-Mail and validate using OTP.
- Applicant Photo should be in "jpg/png" format.
- Create eKYC Userid (8 To 16 Character) and Pin (6 Digit/Numeric password).
- Upload Documents as per selected organization type
- Provide consent and perform "Submit eKYC details"

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KYC Registration	eKYC Account Registrat	lon					
Subscriber must need to be an Authorized signatory/Employee of the	Organization Type *	0.00	vernment/PSU Organia	ation :	PAN No. *	AA	
organization and document proof meets to upload at the time of ercric account	OSTIN	• Co	rporate Organization			THIN SHOW IN	
creation. Subscriber must have PMM (Permanent					Organization Legal	Contraction of the local division of the loc	
Account Number() Aadhaar number as according to CCA Guidelines	Commany Turns 1	BAL	Contraction of the local data		Name * Postal Code *	and the second s	SERVICE
Unique Erroll ID and Mobile Number	Company type	Co	rporate Entity		Shahe *	396030	
Video verification of the applicant is	Address . G				Proventing *	Gujarat	
mandatory as per CCA IVD 5 1(VI). During the video recording, the applicant		2		•	Country	INDIA	
must need to display original PAN card and Address proof ito having address to	Area/Landmark * 0	304	Innapa	-	Website URL *	www.ncode	5
and it should be in a clear and readable form.	Town/City/District * 0	hiat	WYDARIA.				
	Telephone No *	704	A748847				
	CIN	796	warden se				
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	Show 10 - entries					Search:	
	Sr.No		Document Name			View	
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	2		Photo (M)			View	
	3		PAN / Aedhear card o	of Autho	rized signatory (M)	View	
	4		Copy of List of Direct	(M) and		View	
	5	_	ID Proof of Authorize	d signat	ory (M)	View	
	Showing 1 to 5 of 5 entri	ies				Previous	1 Nex
	I Allow my PAN / Asthate There Read all the Terms ar successful account creation	r Informa nd Condit n and to t	tion to be used by (n)Code sons of Subscriber Agree be shared on Email.	e Solution	ns to Create eXVC Account fo prer and allow (n)Code Solutio	the purpose of Pap na to esign the Sub	erless DSC issuar scriber Agreement











8. Login using existing eKYC Account (UserID) and PIN to filled DSC Application form.

General Instructions	Certificate Details	eKYC Process	eKYC Registration	eKYC Login	Applicant Details	eSign Form	Application Status
O		O	O	O		O	_0_
	eKYC Acc User Nam PIN * ③ OTP* ④	count Login ne * 3 • • • • • • • • • • • • • • • • • • •	oankajzala rgot PIN tions to Use my eKYC co orm.	GET OT details from eKYC Acco GIN	P punt to eSign Subscrib	ber	

9. Registration form along with applicant's photo will filled automatically, Click "Submit".

General Instruction	Certificate Details	eKYC Proce	ek Regis	CYC stration	eKYC Login	Applicant Details	eSign Form	Application Status
A Company :	Guisrat Narmada Valle	v Fartilizars	Applicant ID -	42682222	-0-	PA Empil:	ka mai a ti a mari	
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		1		-				. 17 Billio
				PREVIO	US			
Certificate De	etails						1	\sim
(1) Identity deta PAN Card	ails of Applicant DOC Nun Aadhaar Number	nber*	Passnor	t Govt IF	Card Postoff	ice ID Card	(
Copy of Bar Voter ID Ca	nk Account Passbook or Ird	ontaining photo & s	igned by applic	ant with attes	tation by concerned	I Bank Officer	~	え
	mantt e							\mathbf{v}
Applicant docur	ment.	••••••						10.307





GST Number) Applicant Name* ZALA I ASSALISTIONES SUBJECTION	VERIFY GST
) Applicant Name*	
ZALA I I I I I I I I I I I I I I I I I I	
) Unique Emsil ID*	(5) Unique Mobile No.*
pan	97:
mpany Name*	Department Name*
ncode solutions	PKI
) Residential / Office Address *	
14th Floor, Tower One, Road 5C, Zone 5,	
)Area/Landmark*	Town/City/District*
GIFT CITY	GANDHINAGAR
) State*	PIN *
Gujarat ~	382355
Remarks	
ncode solutions	Department Name
14th Floor, Tower One, Road SC, Zone S,	
)Area/Landmark*	Town/City/District*
GIFT CITY	GANDHINAGAR
) State*	PIN *
Gujarat ~	382355
Remarks	
Remarks	
I have read and understood and agree to all the Terms and Conditions of DSC Reg I agree and allow (n)Code Solutions to eSign the DSC Registration Form on succes If Your eKYC account is created with PAN Number, than only PAN Number Based I Confirm Details	istration Form, ssful Registration and to be shared on Email. SSC Registration is allowed. Submit











- 12. Application successfully submitted and CID has been generated.
 - o Subscriber receives Acknowledgement message on his/her Mobile and Email
 - Subscriber will also receive video uploading link to record live video of minimum 22 seconds
 - (*We will send digitally signed "Application form" on subscribers' provided E-Mail ID)



B. Steps for Authorized Signatories eKYC profile login.

- 1. Authorized signatory needs to Login into the eKYC Profile after downloading his certificate.
- Visit www.ncodesolutions.com \rightarrow Quick Links \rightarrow eKYC Profile for Paperless
- Please download and install profile component._
 <u>https://usercenter.ncodesolutions.com:8080/Download/Setup_32_bit.zip</u>
 <u>https://usercenter.ncodesolutions.com:8080/Download/Setup_64_bit.zip</u>



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2. Logged into the Profile login.

eKYC Profile Login User Name * 0 PIN * 0	pankajzala1		
OTP*	Forgot PIN?	Please wait OTP REQUEST BMIT	
2019 (n)Code Soluti	ons, All rights Reserved.		Design and Developed by (n)Code Solutio
3. o	"Certificate Map" Click to Select Certifi	cate	
Code [®] utions e-Scure . e-Sure.	Change PIN Profile Activation	ogin Transaction History Activity Logs	Certificate Map Employee Approval Logout
0.0000000000000000000000000000000000000			
			Welcome, pankajzala
		SELECT CERTIFICATE FILE	Welcome, pankajzala
© 2019 (n)Code	Solutions, All rights Reserved.	SELECT CERTIFICATE FILE	Welcome, pankajzala
© 2019 (n)Code	Solutions, All rights Reserved.	SELECT CERTIFICATE FILE	Welcome, pankajzala



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• Click "OK" Enter Token/DSC Pin

Select Certificate Zula PANKARCHAL, 33 97 73 32 CN=(n)Code Soluto, Mon Jul 04 11:32:5 OK Cancel OK OK <td colsp<="" th=""><th></th><th></th><th></th><th></th><th>X</th><th></th><th></th></td>	<th></th> <th></th> <th></th> <th></th> <th>X</th> <th></th> <th></th>					X		
Certificate Name Serial No Issuer Name Validity Date ZALA PANKAKUMA 53 97 73 32 CN=(ir)Code Soluto Mon Jul 04 11:322.5 OK Cancel OK Cancel Verify User PIN X Now verify your User PIN: X Enable soft keyboard Regeneration Inge User PIN Login Cancel X Now Verify Your User PIN: Cancel Inge User PIN Login Cancel Oc Click Map Certificate X Now Verify Your User PIN: Login Cancel Inge User PIN Login Cancel No Click Map Certificate X X No Signer, Januardion Hidary Astidy Login Easter Centrate Main Signer, Januardion Hidary Valid To 2209/2021 No Signer, Januardion Linger, L			Sele	ct Certificate	1			
Verify User PIN × Now verify your User PIN: • User PIN: • Enable soft keyboard • Inge User PIN Login Cancel • o Click Map Certificate Now State PIN Transaction History Activity Logi Certificate May Engloyee Approxity Vettore, perkagzala Vettore, solations CA 2014, Old Solations, C	Ce ZAI	rtificate Name .A PANKAJKUMA OK	Serial No 53 97 f3 32 Cancel	Issuer Name CN=(n)Code Solutio	Validity Date			
w verify your User PIN: PIN:		Ve	erify User F	PIN	×			
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No SI 96 76 26 SI 96 76 26 SI 96 76 20 Certificate May	Change I	Jser PIN	Log	in Car	ncel			
SS 96 76 26 Issue By CN-(n)Code Solutions CA 2014, OID.2.5.4.51+"301, GNFC Midotower", 23/09/2019 Valid TO 22/09/2021 CN- SERIAL NUMBER-106588+43:04:0534165ab94a75932 MAP CERTIFICATE	O me Change Pil	Click Ma	ap Certifica	ate	Certificate Map Employee A	proval Logout Welcome	pankajzala	
SS 96 76 26 Issue By CN-(n)Code Solutions CA 2014, OID.2.5.4.51+"301, GNFC Motower", 23/09/2019 Valid TO 22/09/2021 CN- SERIAL NUMBER-100588-43:04:05341658ab94a75932 MAP CERTIFICATE								
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				MAP CERTIFICATE				

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• Click "OK"

certificate has been mapped



C. Steps for Organizational KYC for Employee

 Employee needs visit www.ncodesolutions.com → Quick Links → Organization Employee eKYC Creation.

DSC Application Forms	Repository	Quick Links	IT Services
Organization	CPS	🗢 Online DSC Sales 🐠	Time Stamping Services
(n)eXIM	Subscriber Agreement	eKYC Profile for Paperless	PKI & Digital Certificate
Government	Relying Party Agreement	Guide for PAN based	Cloud Services
Special Purpose Certificate	CCA India Certificate 2014	Paperless DSC Issuance	Data Center
Revocation	CCA India CRL 2014	Guide for Aadhaar offline eKYC based Paperless DSC	e-Tendering & e-Auction
Notification & IT Act	(n)Code CA Certificate 2014	Issuance new	e-Governance
	(n)Code CA CRL 2014	Guide for Video Recording	
	S More	Utility Token	
		 Video Recording App (Android) 	
		 Organization Employee eKYC creation 	





2. Enter Organization Name and Verify organization existence





ORGANIZATION PAPERLESS DSC REGISTRATION



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mandatory as per CCA IVIS 5 1(VI). During the video recording, the applicant must need to display original PAN card and Address proc ID having address to cross verification by Verification officer and it should be in a clear and readable form.	Name(As per PAN) * Gender * Date of Birth * Employee ID * • eKYC Login User Name * • PIN * • Confirm PIN *	R/ Male O Female 07.11-1968 048454 ram reserve rese	Email * Email OTP* • Upload Documents Employee Photo * Pan/ Aadhaar Document Authorization Letter/Government Id Proof * o authorization Letter/Government Id Proof * O Solution Solutions to effect agree and allow (n)Code Solutions to effect agree and allow (n)Code Solutions to effect	Choose File padf Choose File Padf Choose File Def	VIEW VIEW VIEW		

4. Provide consent and perform "Submit eKYC details

	Details Regi	stration	Details O
Applicant Name*	RAMESH ATMARAM WAGH	Email*	ramesXXXXXX@ncodXXXX
Mobile*	99XXXXXgb	Address*	14th Floor, Tower One, Road 5C, Zone 5,, GIFT CIT GANDHINAGAR
Pin Code*	382355	State*	Gujarat
Country*	IN		
I agree to use my agree to the terms of terms of the terms of term	above information to create eKYC account with (n) of Subscriber Agreement, which shall be eSign on su	Code Solutions. I will retain the abor ccessful account creation.	ve login details confidential and do not share with anyone.
	CONTINUE		REJECT
	//////////////////////////////////////		





5. Login using existing eKYC Account (UserID) and PIN

DSC Application Form → C	× @ Offline e-Kyc e.in/eSignService/eAuthLoginSub	X (n)Code Solutions - Licensed	d Ceri 🗙 🕂			- 1 \$ 94	0
General Instructions	Certificate eKYC F Details	Process eKYC Registration	eKYC Login	Applicant Details	eSign Form	Application Status	
	eKYC Account Login User Name * • PIN * • OTP* • Z I agree to allow (n) Agreement/DSC Regi	rameshwagh1 Forgot PIN Code Solutions to Use my eKYC of stration Form.	GET OTI details from eKYC Acco	Resend OTP 14/30 unt to eSign Subscribe	r		
© 2019 (n)Code Soluti	ons, All rights Reserved.				Design and Develope	ed by (n)Code Solutions	

6. eKYC profile created and send for approval (Coordinate with Authorized signatory).

						Date : 4/7/2	2020 Time : 1:28 PM
General Instructions	Certificate Details	eKYC Process	eKYC Registration	eKYC Login	Applicant Details	eSign Form	Application Status
Your Request is For	warding to Signator	y Authority. After appro	wal you can login and	issue the DSC			
© 2019 (n)Code Solution	ns, All rights Reserved.					Design and Develo	ped by (n)Code Solution





D. Steps for employee eKYC Account Approval. 1. Select "Employee Approval" Check Documents and Provide Approval by clicking "Approve". 0 Transaction History Certificate Map Employee Approval **Profile Activation Activity Logs** Home **Change PIN** Logout Welcome, pankajzala1 Show 10 • entries Search: Pin Code PAN/Aadhaar DOB City Email Id Mobile Sr.No Name Address State Docs GANDHINAGAR 1 RAMESH ABCPW2672F 07-11-14th Floor, Gujarat 382355 ramesXXXXXX@ncodXXXX 99XXXXXX34 Aadhaar/PA ATMARAM WAGH Tower One, Road 5C, Zone 1968 IDcard of Aut 5 Showing 1 to 1 of 1 entries Previous 1 Next A © 2019 (n)Code Solutions, All rights Reserved. Design and Developed by (n)Code Solutions **Profile Activation** Certificate Map **Change PIN** Transaction History Activity Logs Employee Approval Home Logout Welcome, pankajzala1 Search: Pin Code DOB Address City State Email Id Mobile Docs Status Action 07-11-1968 14th Floor. GANDHINAGAR 382355 Gujarat ramesXXXXXX@ncodXXXX 99XXXXXX34 Pending Tower One, Road 5C, Zone Aadhaar/PAN Approve Please wait. Reject 1 Next Previous 2. Select Certificate Click "OK" Enter Token/DSC Pin 0 V 1.0 ©2020 (n)Code Solutions Certifying Authority. All Rights Reserved. <u>www.ncodesolutions.com</u> Page 19 of 25



ORGANIZATION PAPERLESS DSC REGISTRATION



	Select	Certificate	
Certificate Name	Serial No	Issuer Name	Validity Date
ZALA PANKAJKUMA 5	i3 97 f3 32	CN=(n)Code Solutio	Mon Jul 04 11:32:5

Verify User PIN	×
Now verify your User PIN:	
User PIN: ••••••	
Enable soft keyboard	
Change User PIN Login	Cancel

3. Click "OK"

Application request of the employee has been approved



- E. Steps for employee eKYC Registrations.
- 1. Please click on below link to perform DSC registration.

SCRIBER, Registration Details in the available links. <u>center.ncodesolutions.com:50900/DSCApplication/DSCApplicationForm.do?</u> <u>-IGFFDIHGDJDFDJx470ny.2@0p1qr.v0@IGFFDI&nai=43060206&cid=116200&uid=273216</u> tained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may conta temperint, please notify the sender at (n)Code Solutions or <u>support@ncodesolutions.com</u> immediately and deutroy all copies of this message 2004 (n)Code Solutions. All cipitar preserved	<mark>&sid=krunal.p@ncode.in&pid=23</mark> in confidential or privileged information. If you ge and any attachments.	
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2. Please select "YES" for Paperless DSC registration. Do you want to use (n)Code Solutions Paperless DSC **Registration?** Paperless Registration facility is enabled for applying Digital Signature Certificate (Class II & Class III organization) in paperless manner using 'eKYC Account'. No need to submit any physical document for eKYC. It is totally automated, authenticated, safe & fast process. To use this facility Subscriber must be an 'Aadhaar' / 'PAN' holder . Press 'Yes' to use this facility. Please press 'No' for traditional Paper based DSC process. Yes No 3. Select "Yes" (n)Code[®] **Paperless eKyc Registration** Solutions Date : 3/7/2020 Time : 10:00 AM **Certificate Details** Applicant Details General **eKYC** Process eKYC Login eSign Form **Application Status** Instructions Are you Existing eKYC Account User? O Yes O NO © 2019 (n)Code Solutions, All rights Reserved. Design and Developed by (n)Code Solutions





4. Login using existing eKYC Account (UserID) and PIN to filled DSC Application form.

General	Certificate Details	eKYC Process	eKYC Login	Applicant Details	eSign Form	Application Status	
	O	O	O	0	-0-	O	
	. /						
eKYC Account Logi	in						
User Name * 🕄	rameshwagh2						
PIN*6							
	Forgot PIN						
OTP * 🕄		GET	ГОТР				
☑ I agree to allow (I	n)Code Solutions to Use m BACK PR	y eKYC details from eKY OCEED PROFILE LOG	C Account.				

5. Registration form along with applicant's photo will filled automatically, Click "Submit".

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					Date :	4/7/2020 Time : 2.56 PM
General Ce Instructions	rtificate Details e	KYC Process	eKYC Login	Applicant Details	eSign Form	Application Status
	- <u>o</u>		- O	O	_0_	0
RA Company : Gujarat Nar Company L	mada Valley Fertilizers imited.	Applicant ID :	42683322	RA Ema	il : krunal.p@	ncode.in
			PREVIOUS			
Certificate Details						\frown
(1) Identity details of Applic	ant DOC Number*				1	
	r Number 👘 Driving Li	cense Passport to & signed by applic	Govt. ID Card ant with attestation by	Postoffice ID Card concerned Bank Officer		
PAN Card Aadhaa Copy of Bank Account I Voter ID Card	assoook containing prio					
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ORGANIZATION PAPERLESS DSC REGISTRATION



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(2) OST Number (e.g. 118800015548188)		
GST Number	VERIFY GST	
(3) Applicant Name*		
NAME.		
(4) Unique Email ID*	(5) Unique Mobile No.*	
ra	91	
Company Name*	Department Name*	
ncode solutions	PKI	
(6) Residential / Office Address *		
14th Floor, Tower One, Road 5C, Zone 5,		
(7)Area/Landmark*	Town/City/District*	1000
GIFT CITY	GANDHINAGAR	in the second
(8) State*	PIN *	
Gujarat	✓ 382355	
ncode solutions	PKI	
(6) Residential / Office Address *		
14th Floor, Tower One, Road 5C, Zone 5,		
(7)Area/Landmark*	Town/City/District*	
GIFT CITY	GANDHINAGAR	
(8) State*	PIN *	
Gujarat	✓ 382355	
Remarks		
Remarks		
I have read and understood and agree to all the Terms I agree and allow (n)Code Solutions to eSign the DSC If Your eKYC account is created with PAN Number, that	and Conditions of DSC Registration Form, Registration Form on successful Registration and to be shared on Email. an only PAN Number Based DSC Registration is allowed. Confirm Details	
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- 6. System will redirect you to the eSign page to enable digitally signed application form. (*Please don't close page system will redirect automatically) × S DSC Application Form S DSC Application Form × + ٥ × ← → C
 usercenter.ncodesolutions.com:8080/DSCApplication/DSCApplicationKycForm.do Θ: \$ (n)Code[®] G **DSC Application Form** Solutions GNFC e-Safe . e-Secure . e-Sur Date : 4/7/2020 Time : 2:56 PM **Applicant Details** General Certificate Details eKYC Process eKYC Login eSign Form **Application Status** Instructions RA Company : Gujarat Narmada Valley Fertilizers Company Limited.. Applicant ID : 42683322 RA Email : krunal.p@ncode.in Your DSC application has been saved and Pending for eSign. Redirect You for eSign your DSC Registration Application Form in 8 seconds © 2019 (n)Code Solutions, All rights Reserved. Design and Developed by (n)Code Solutions
 - 7. Login using existing eKYC Account / User ID and PIN to sign DSC Application form.

General Instructions	Certificate eKYC Details	Process eKYC Registration	eKYC Login	Applicant Details	eSign Form	Application Status
	eKYC Account Logi User Name * 3 PIN * 3	rameshwagh2				
	OTP* €	Forgot PIN	GET OT	P		
	Agreement/DSC Re	Joade Solutions to Use my eKYC gistration Form.	LOGIN	ount to esign subscrit	ber	





- 8. Application successfully submitted and CID has been generated.
 - o Subscriber receives Acknowledgement message on his/her Mobile and Email
 - Subscriber will also receive video uploading link to record live video of minimum 22 seconds
 - (*We will send digitally signed "Application form" on subscribers' provided E-Mail ID)

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The include Solutions. All rights Reserved. Descented by include Solutions For Application related: dscsupport@ncode.in & dscsupport1@ncode.in 079 66743 317/227 For Compliance related: dscverification.ncode.in & ngtrivedi@ncode.in 079 66743 207 For Tech. Configuration: tokensupport@ncode.in & dschelp@ncode.in 1800 419 4455 / 6356 894 444	Please Plesae contact your RA or neare	Your application has been submitted Your Customer registration no is : Download Registration For Video Capture Link capture video using link sent on regist ist Verification officer for completion of Close Window	successfully. 6730877 m tered Mobile Number. of DSC issuance process."Verl	fication offices".		
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