



**(n)Code Solutions- A Division of GNFC Limited**  
**Organization eKYC based Paperless DSC issuance for**  
**Government Category**  
**Version 1.0**

## About Organization based paperless DSC issuance.

As per Controller of Certifying Authorities (CCA) "<https://www.cca.gov.in>" Identity Verification Guidelines V1.9 "<http://www.cca.gov.in/sites/files/pdf/guidelines/CCA-IVG.pdf>" 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).
3. 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](http://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.

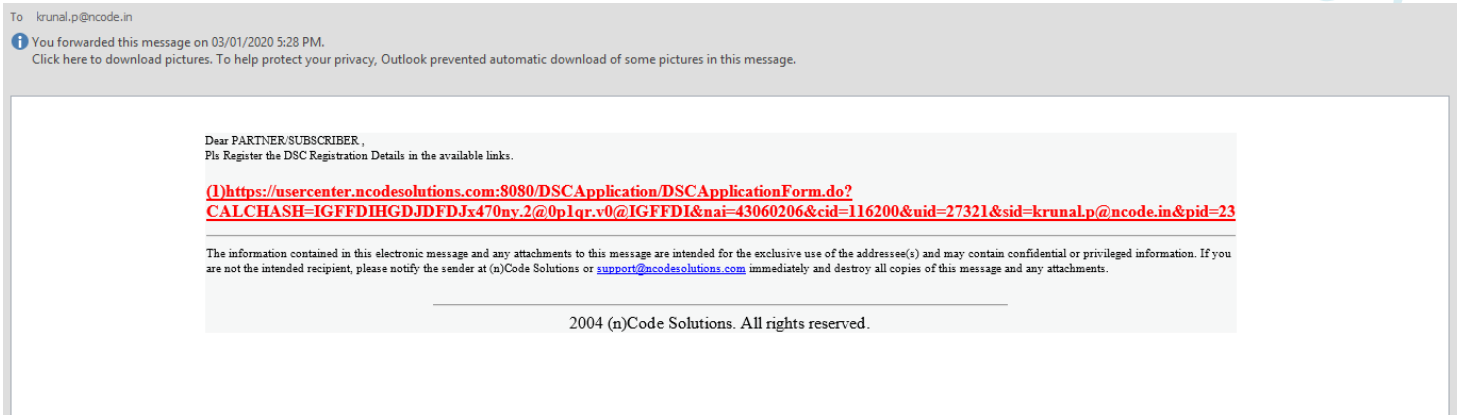
1. Please click on below link to perform DSC registration (Page no.20).
2. Please select “YES” for Paperless DSC registration. (Page no.21)
3. Select “Yes” (Page no.21)
4. Login using existing eKYC Account (UserID) and PIN to filled DSC Application form (Page no.22).
5. Registration form along with applicant’s 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).

- 
- ✚ 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.

**Disclaimer:** 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.

## A. Steps for Organizational KYC for Authorized Signatory:

1. Please click on below link to perform DSC registration.



2. Please select “YES” for Paperless DSC registration.  
If you select “No” then system will redirect you to Normal Paper based DSC registration.

## Do you want to use (n)Code Solutions Paperless DSC Registration?

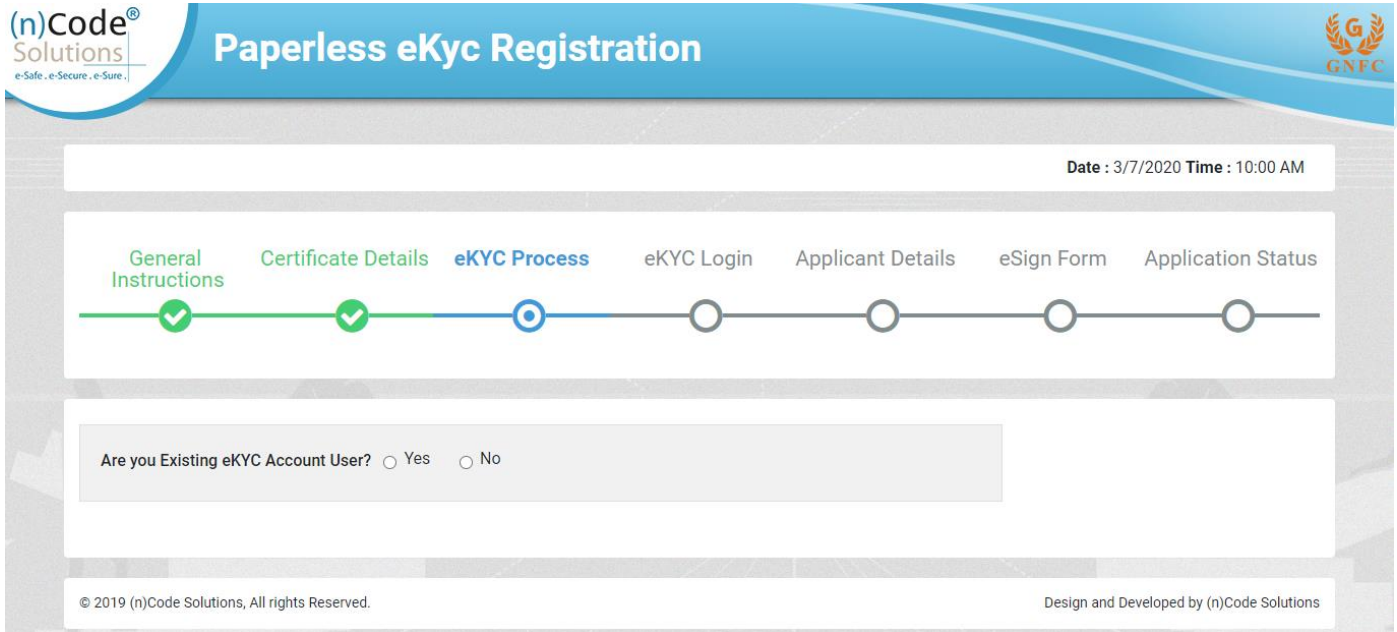
Paperless Registration facility is enabled for applying Digital Signature Certificate (Class II & Class III organization) in paperless manner using 'eKYC Account'.

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.

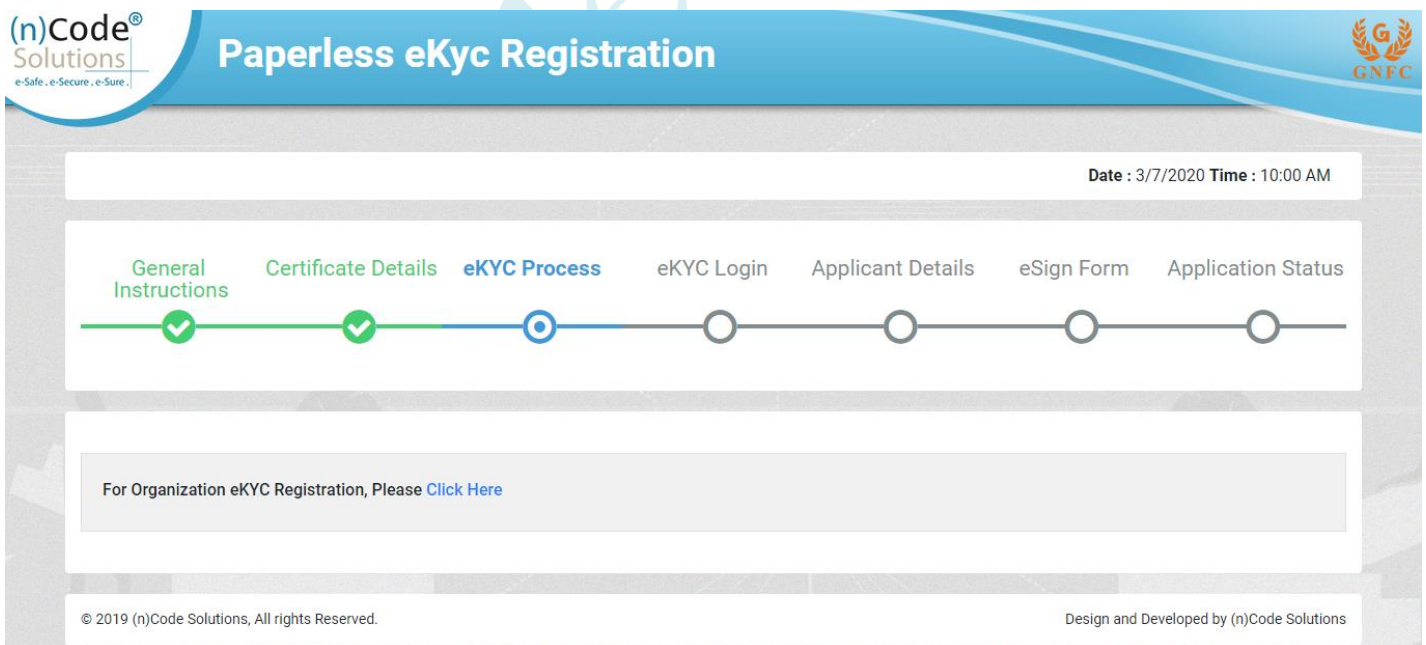
Please press 'No' for traditional Paper based DSC process.

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.)



The screenshot shows the 'Paperless eKYC Registration' interface. At the top left is the (n)Code Solutions logo, and at the top right is the GNFC logo. The main header is 'Paperless eKYC Registration'. Below the header, the date and time are displayed as 'Date : 3/7/2020 Time : 10:00 AM'. A progress bar contains seven steps: 'General Instructions' (checked), 'Certificate Details' (checked), 'eKYC Process' (active), 'eKYC Login', 'Applicant Details', 'eSign Form', and 'Application Status'. Below the progress bar is a form with the question 'Are you Existing eKYC Account User?' and two radio buttons, 'Yes' and 'No'. At the bottom, there is a copyright notice '© 2019 (n)Code Solutions, All rights Reserved.' and the text 'Design and Developed by (n)Code Solutions'.

4. Click to “Organization eKYC Registration.



The screenshot shows the 'Paperless eKYC Registration' interface. At the top left is the (n)Code Solutions logo, and at the top right is the GNFC logo. The main header is 'Paperless eKYC Registration'. Below the header, the date and time are displayed as 'Date : 3/7/2020 Time : 10:00 AM'. A progress bar contains seven steps: 'General Instructions' (checked), 'Certificate Details' (checked), 'eKYC Process' (active), 'eKYC Login', 'Applicant Details', 'eSign Form', and 'Application Status'. Below the progress bar is a form with the text 'For Organization eKYC Registration, Please [Click Here](#)'. At the bottom, there is a copyright notice '© 2019 (n)Code Solutions, All rights Reserved.' and the text '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**

- Subscriber must need to be an Authorized signatory/Employee of the organization and document proof needs to upload at the time of eKYC account creation.
- Subscriber must have PAN (Permanent Account Number)/ Aadhaar number as according to CCA Guidelines
- Unique Email ID and Mobile Number required.
- Video verification 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.

**eKYC Account Registration**

Organization Type *	<input checked="" type="radio"/> Government/PSU Organization	Organization Legal Name *	<input type="text"/>
Address *	<input type="text"/>	Postal Code *	<input type="text"/>
Area/Landmark *	<input type="text"/>	State *	--Select State--
Town/City/District *	<input type="text"/>	Country *	INDIA
Telephone No *	<input type="text"/>	Website URL *	<input type="text"/>

**AUTHORIZED SIGNATORY INFORMATION**

Signatory PAN No./Aadhaar Number *	<input type="text"/>	Mobile *	<input type="text"/>
	<input type="button" value="VERIFY PAN"/>	Mobile OTP *	<input type="text"/>
Name(As per PAN) *	<input type="text"/>	Email *	<input type="text"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email OTP *	<input type="text"/>
Date of Birth *	dd-mm-yyyy		

Employee ID *	<input type="text"/>	<b>Upload Documents</b>
<b>eKYC Login</b>		Signatory Photo *
User Name *	<input type="text"/>	<input type="button" value="Choose File"/> No...n
PIN *	<input type="text"/>	Pan/ Aadhaar Document *
Confirm PIN *	<input type="text"/>	<input type="button" value="Choose File"/> No...n
		Authorization Letter/Government Id Proof *
		<input type="button" value="Choose File"/> No...n

I Allow my PAN 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.

- Select Organization Type : Government
- Enter Organization legal name
- Enter Organization Address, Postal Code, Area/landmark, Town/City/Dist, Country, Telephone number 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
- Provide consent and perform "Submit eKYC details"



#### eKYC Registration Using PAN

- Subscriber must have PAN (Permanent Account Number) and Address Proof as according to CCA Guidelines.
- Subscriber must have soft copy of Applicant's Photo, PAN Card and Address Proof to create eKYC profile.
- Unique Email ID and Mobile Number required.
- Video verification 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.

#### eKYC Account Registration

Organization Type *	<input checked="" type="radio"/> Government/PSU Organization	Organization Legal Name *	<input type="text" value="ncode solutions"/>
Address *	<input type="text" value="14TH FLOOR, TOWER ONE, ROAD 5C, ZONE 5,"/>	Postal Code *	<input type="text" value="382355"/>
Area/Landmark *	<input type="text" value="GIFT CITY"/>	State *	<input type="text" value="Gujarat"/>
Town/City/District *	<input type="text" value="GANDHINAGAR"/>	Country *	<input type="text" value="INDIA"/>
Telephone No *	<input type="text" value="07966743317"/>	Website URL *	<input type="text" value="www.ncode.in"/>

#### AUTHORIZED SIGNATORY INFORMATION

Signatory PAN No./Aadhaar Number *	<input type="text" value="AA [REDACTED]"/>	Mobile *	<input type="text" value="[REDACTED]"/>
<a href="#">CHANGE PAN</a>		Mobile OTP *	<input type="text" value="....."/> <a href="#">GET OTP</a>

Name(As per PAN) *	<input type="text" value="ZALA PAN [REDACTED]"/>	Email *	<input type="text" value="pan [REDACTED]"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email OTP *	<input type="text" value="....."/> <a href="#">GET OTP</a>
Date of Birth *	<input type="text" value="06-01-1983"/>		
Employee ID *	<input type="text" value="6 [REDACTED]"/>		

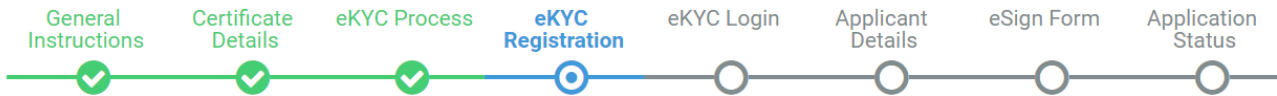
#### eKYC Login

User Name *	<input type="text" value="pa [REDACTED]"/>	Upload Documents
PIN *	<input type="text" value="....."/>	Signatory Photo *
Confirm PIN *	<input type="text" value="....."/>	<input type="text" value="Choose File ph...g"/> <a href="#">VIEW</a>
		Pan/ Aadhaar Document *
		<input type="text" value="Choose File PA...f"/> <a href="#">VIEW</a>
		Authorization Letter/Government Id Proof *
		<input type="text" value="Choose File De...f"/> <a href="#">VIEW</a>

I Allow my PAN 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.

[SUBMIT EKYC DETAILS](#)

7. Cross verify your eKYC account details to “Continue” further to sign subscriber’s Agreement.  
 (\*We will send digitally signed “Subscriber’s Agreement” on subscriber’s Email)

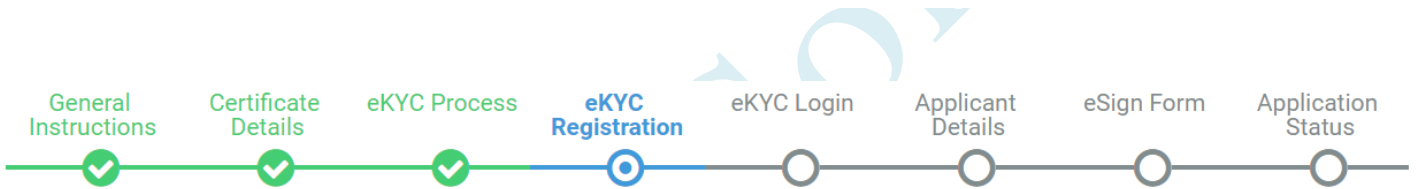


Applicant Name*	ZALA PANKAJKUMAR KANTIBHAI	Email*	pankaXXX@ncodXXXX
Mobile*	97XXXXXXw6	Address*	14th Floor, Tower One, Road 5C, Zone 5,, GIFT CITY, GANDHINAGAR
Pin Code*	382355	State*	Gujarat
Country*	IN	Organization Name*	ncode solutions

I agree to use my above information to create eKYC account with (n)Code Solutions. I will retain the above login details confidential and do not share with anyone. I agree to the terms of Subscriber Agreement, which shall be eSign on successful account creation.

CONTINUE

REJECT



Applicant Name*	ZALA PANKAJKUMAR KANTIBHAI	Email*	pankaXXX@ncodXXXX
Mobile*	97XXXXXXw6	Address*	14th Floor, Tower One, Road 5C, Zone 5,, GIFT CITY, GANDHINAGAR
Pin Code*	382355	State*	Gujarat
Country*	IN	Organization Name*	ncode solutions

Please wait...

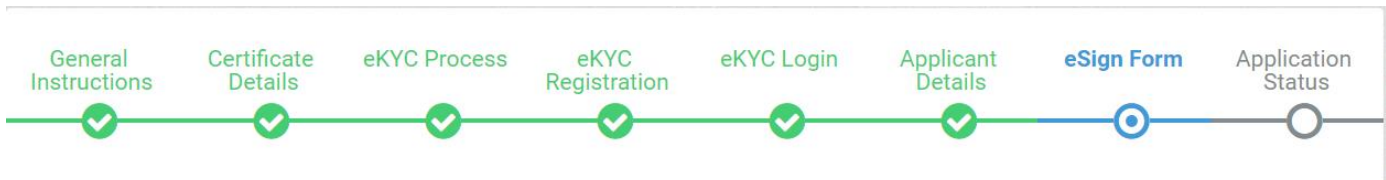
I agree to use my above information to create eKYC account with (n)Code Solutions. I will retain the above login details confidential and do not share with anyone. I agree to the terms of Subscriber Agreement, which shall be eSign on successful account creation.

CONTINUE

REJECT



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 ○

**eKYC Account Login**


User Name \*

PIN \*   
[Forgot PIN](#)

OTP \*

I agree to allow (n)Code Solutions to Use my eKYC details from eKYC Account to eSign Subscriber Agreement/DSC Registration Form.

9. Registration form along with applicant’s photo will filled automatically, Click “Submit”.



General Instructions ✓ Certificate Details ✓ eKYC Process ✓ eKYC Registration ✓ eKYC Login ○ Applicant Details ○ eSign Form ○ Application Status ○


RA Company : Gujarat Narmada Valley Fertilizers Company Limited.. Applicant ID : 42683333 RA Email : krunal.p@ncode.in

**Certificate Details**

(1) Identity details of Applicant DOC Number\*

PAN Card 
  Aadhaar Number 
  Driving License 
  Passport 
  Govt. ID Card 
  Postoffice ID Card 
  Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer 
  Voter ID Card

Applicant document\*





# GOVERNMENT PAPERLESS DSC REGISTRATION PROCESS

(2) GST Number (e.g. 12ABCD1234EFGH)

GST Number

(3) Applicant Name\*

ZALA

(4) Unique Email ID\*

pan

(5) Unique Mobile No.\*

97

Company Name\*

ncode solutions

Department Name\*

PKI

(6) Residential / Office Address \*

14th Floor, Tower One, Road 5C, Zone 5,

(7)Area/Landmark\*

GIFT CITY

Town/City/District\*

GANDHINAGAR

(8) State\*

Gujarat

PIN \*

382355

Remarks

ncode solutions

Department Name

(6) Residential / Office Address \*

14th Floor, Tower One, Road 5C, Zone 5,

(7)Area/Landmark\*

GIFT CITY

Town/City/District\*

GANDHINAGAR

(8) State\*

Gujarat

PIN \*

382355

Remarks

Remarks


I have read and understood and agree to all the Terms and Conditions of [DSC Registration Form](#), I agree and allow (n)Code Solutions to eSign the DSC Registration Form on successful Registration and to be shared on Email. **If Your eKYC account is created with PAN Number, than only PAN Number Based DSC Registration is allowed.**

10. System will redirect you to the eSign page to enable digitally signed application form.  
 (\*Please don't close page system will redirect automatically)

Date : 3/7/2020 Time : 11:29 AM

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General Instructions Certificate Details eKYC Process eKYC Login **Applicant Details** eSign Form Application Status



RA Company : Gujarat Narmada Valley Fertilizers Company Limited.. Applicant ID : 43127904 RA Email : krunal.p@ncode.in

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Your DSC application has been saved and Pending for eSign.  
 Redirect You for eSign your DSC Registration Application Form in 7 seconds

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11. Login using existing eKYC Account / User ID and PIN to sign DSC Application form.

Date : 3/7/2020 Time : 11:29 AM

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General Instructions Certificate Details eKYC Process eKYC Registration eKYC Login Applicant Details **eSign Form** Application Status



**eKYC Account Login**

User Name \*

PIN \*

Forgot PIN

OTP\*  **GET OTP** **Resend OTP**  
18/30

I agree to allow (n)Code Solutions to Use my eKYC details from eKYC Account to eSign Subscriber Agreement/DSC Registration Form.

**LOGIN**

12. Application successfully submitted and CID has been generated.

- 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)

Date : 3/7/2020 Time : 11:30 AM

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General Instructions
Certificate Details
eKyc Process
eKyc Login
Applicant Details
eSign Form
Application Status

---

Your application has been submitted successfully.  
Your Customer registration no is : 6694089

[Download Registration Form](#)  
[Video Capture Link](#)

Please capture video using link sent on registered Mobile Number.  
Please contact your RA or nearest Verification officer for completion of DSC issuance process."Verification offices".

Close Window

### 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](http://www.ncodesolutions.com) → Quick Links → eKYC Profile for Paperless
- Please download and install profile component.

[https://usercenter.ncodesolutions.com:8080/Download/Setup\\_32\\_bit.zip](https://usercenter.ncodesolutions.com:8080/Download/Setup_32_bit.zip)

[https://usercenter.ncodesolutions.com:8080/Download/Setup\\_64\\_bit.zip](https://usercenter.ncodesolutions.com:8080/Download/Setup_64_bit.zip)

Home
About Us
Services
Basic FAQs
Support
Contact Us
Authorized RA
Verification Of



(n)Powering y

with the edge that is the difference between important and indispensable.

more details

**DSC Application Forms**

- Organization
- (n)eXIM
- Government
- Special Purpose Certificate

**Repository**

- CPS
- Subscriber Agreement
- Relying Party Agreement
- CCA India Certificate 2014

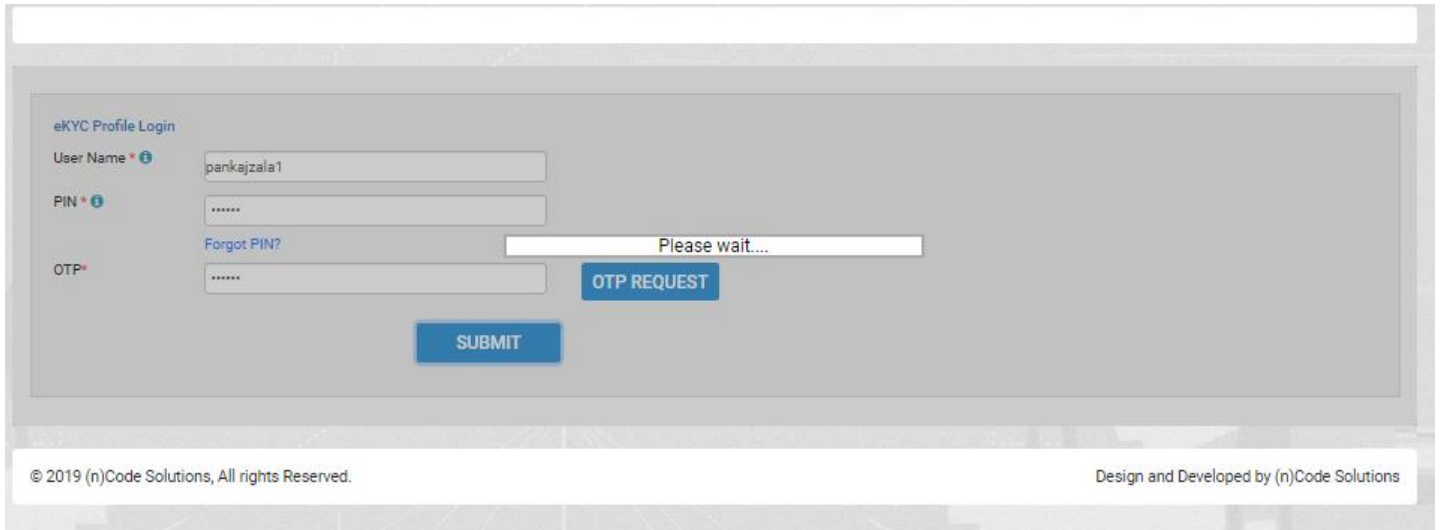
**Quick Links**

- Online DSC Sales new
- eKYC Profile for Paperless
- Guide for PAN based Paperless DSC Issuance

**IT Services**

- Time Stamping Service
- PKI & Digital Certificate
- Cloud Services
- Data Center

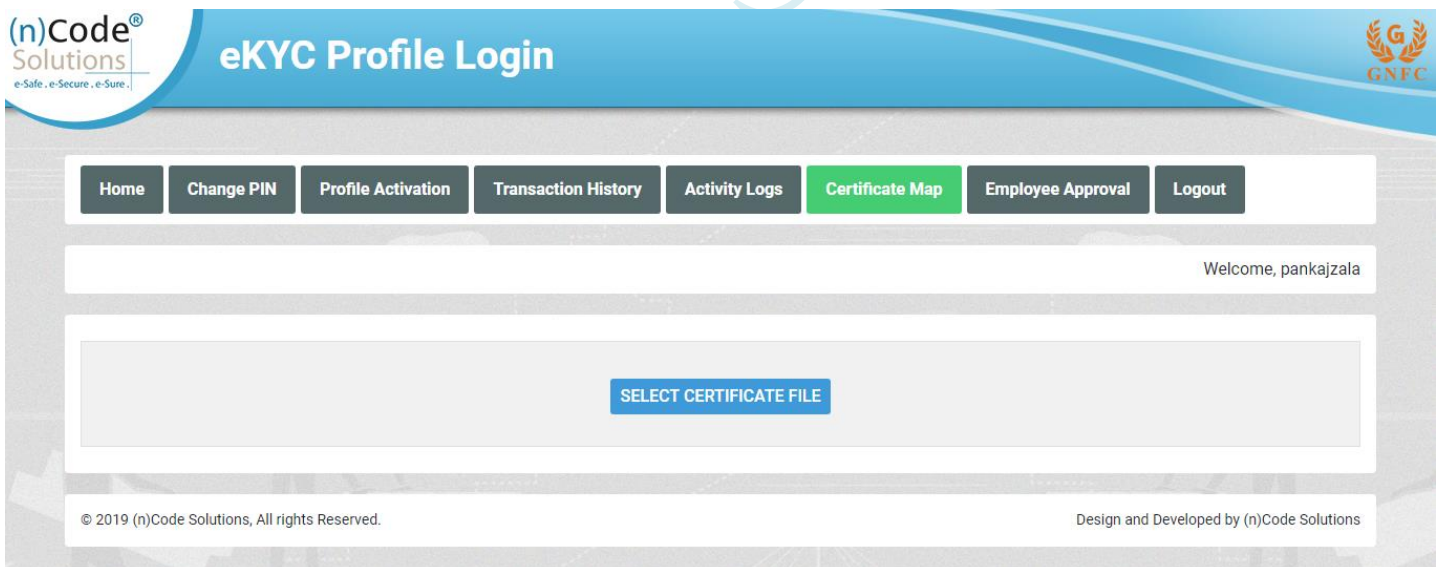
2. Logged into the Profile login.



The screenshot shows the 'eKYC Profile Login' form. It includes input fields for 'User Name \*' (containing 'pankajzala1'), 'PIN \*' (masked with '\*\*\*\*\*'), and 'OTP\*'. There is a 'Forgot PIN?' link and a 'Please wait...' message box. A blue 'SUBMIT' button is at the bottom, and a blue 'OTP REQUEST' button is next to the OTP field. The footer contains '© 2019 (n)Code Solutions, All rights Reserved.' and 'Design and Developed by (n)Code Solutions'.

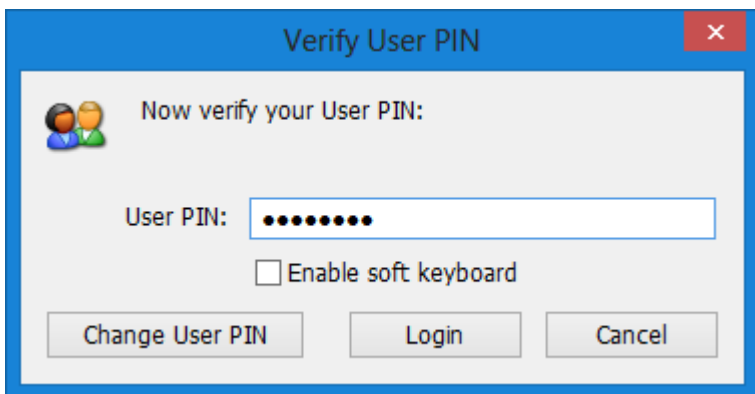
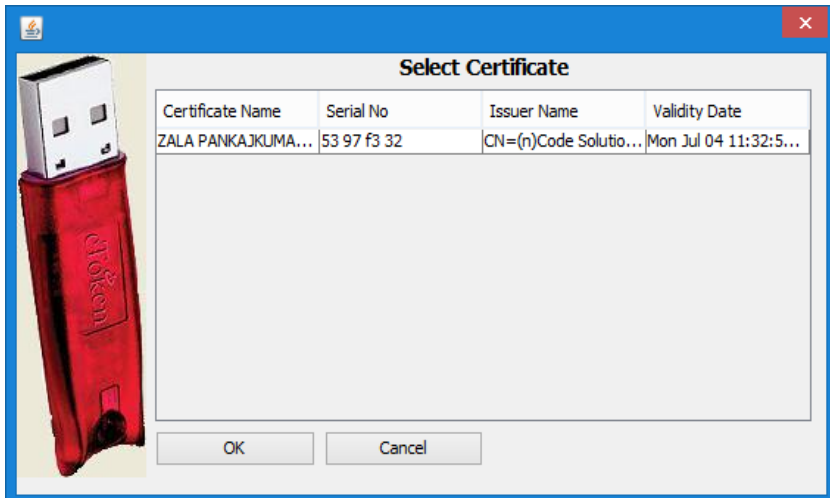
3. "Certificate Map"

- o Click to Select Certificate

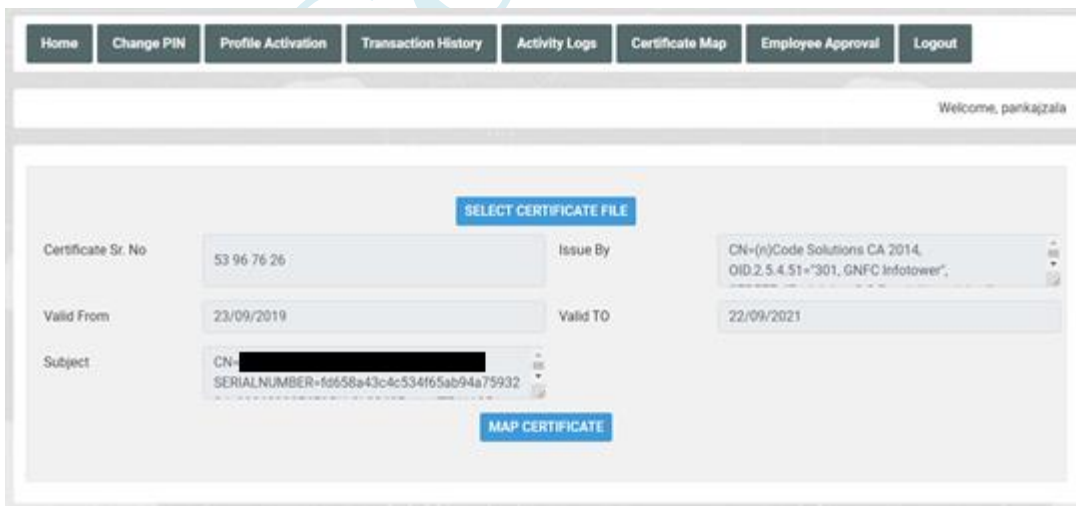


The screenshot shows the 'eKYC Profile Login' dashboard. It features a navigation menu with buttons for 'Home', 'Change PIN', 'Profile Activation', 'Transaction History', 'Activity Logs', 'Certificate Map' (highlighted in green), 'Employee Approval', and 'Logout'. A welcome message 'Welcome, pankajzala' is displayed. A large blue button labeled 'SELECT CERTIFICATE FILE' is prominent. The footer contains '© 2019 (n)Code Solutions, All rights Reserved.' and 'Design and Developed by (n)Code Solutions'.

- Click “OK” Enter Token/DSC Pin



- Click Map Certificate



- Click “OK”

certificate has been mapped

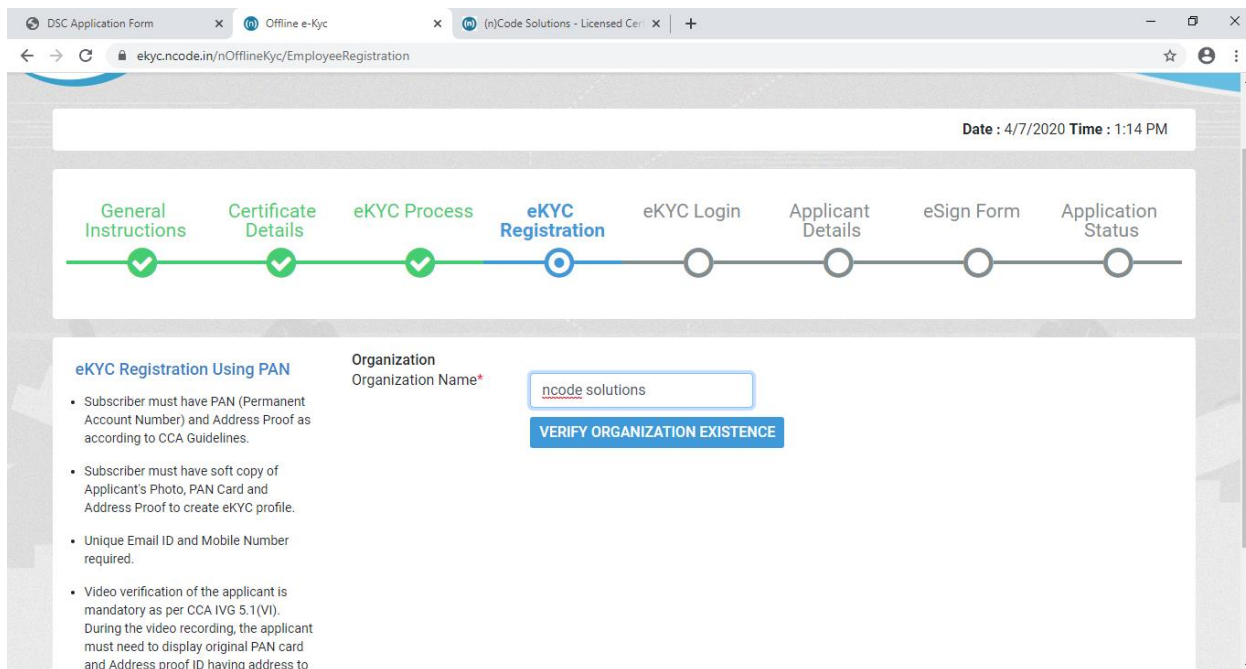


### C. Steps for Organizational KYC for Employee

1. Employee needs visit [www.ncodesolutions.com](http://www.ncodesolutions.com) → Quick Links → Organization Employee eKYC Creation.

DSC Application Forms	Repository	Quick Links	IT Services
<ul style="list-style-type: none"><li>➔ Organization</li><li>➔ (n)eXIM</li><li>➔ Government</li><li>➔ Special Purpose Certificate</li><li>➔ Revocation</li><li>➔ Notification &amp; IT Act</li></ul>	<ul style="list-style-type: none"><li>➔ CPS</li><li>➔ Subscriber Agreement</li><li>➔ Relying Party Agreement</li><li>➔ CCA India Certificate 2014</li><li>➔ CCA India CRL 2014</li><li>➔ (n)Code CA Certificate 2014</li><li>➔ (n)Code CA CRL 2014</li><li>➔ More...</li></ul>	<ul style="list-style-type: none"><li>➔ Online DSC Sales <b>new</b></li><li>➔ eKYC Profile for Paperless</li><li>➔ Guide for PAN based Paperless DSC Issuance</li><li>➔ Guide for Aadhaar offline eKYC based Paperless DSC Issuance <b>new</b></li><li>➔ Guide for Video Recording</li><li>➔ Utility Token</li><li>➔ Video Recording App (Android)</li><li>➔ Organization Employee eKYC creation</li></ul>	<ul style="list-style-type: none"><li>➔ Time Stamping Services</li><li>➔ PKI &amp; Digital Certificates</li><li>➔ Cloud Services</li><li>➔ Data Center</li><li>➔ e-Tendering &amp; e-Auction</li><li>➔ e-Governance</li></ul>

## 2. Enter Organization Name and Verify organization existence

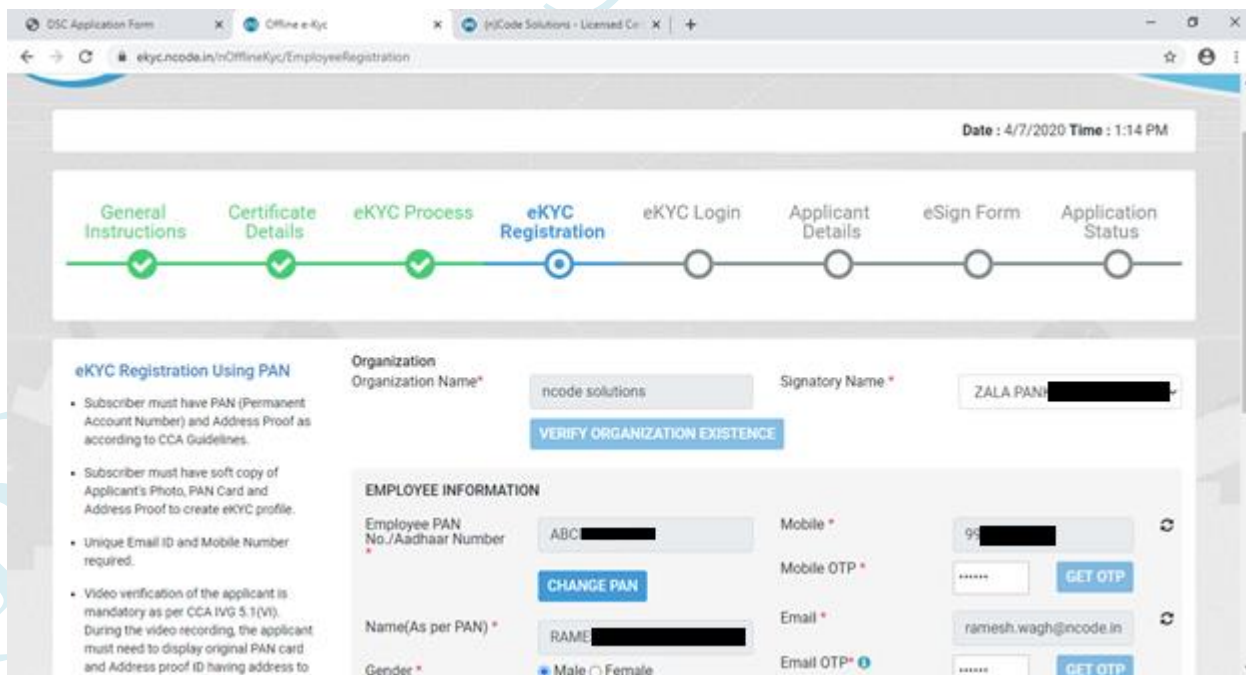


The screenshot shows a web browser window with the URL `ekyc.ncode.in/nOfflineKyc/EmployeeRegistration`. The page title is "DSC Application Form". The date and time are "Date : 4/7/2020 Time : 1:14 PM". A progress bar at the top indicates the following steps: General Instructions (checked), Certificate Details (checked), eKYC Process (checked), eKYC Registration (active), eKYC Login, Applicant Details, eSign Form, and Application Status. The main content area is titled "eKYC Registration Using PAN" and includes a list of instructions:

- Subscriber must have PAN (Permanent Account Number) and Address Proof as according to CCA Guidelines.
- Subscriber must have soft copy of Applicant's Photo, PAN Card and Address Proof to create eKYC profile.
- Unique Email ID and Mobile Number required.
- Video verification 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

The "Organization" section has a text input field for "Organization Name\*" containing "ncode solutions" and a blue button labeled "VERIFY ORGANIZATION EXISTENCE".

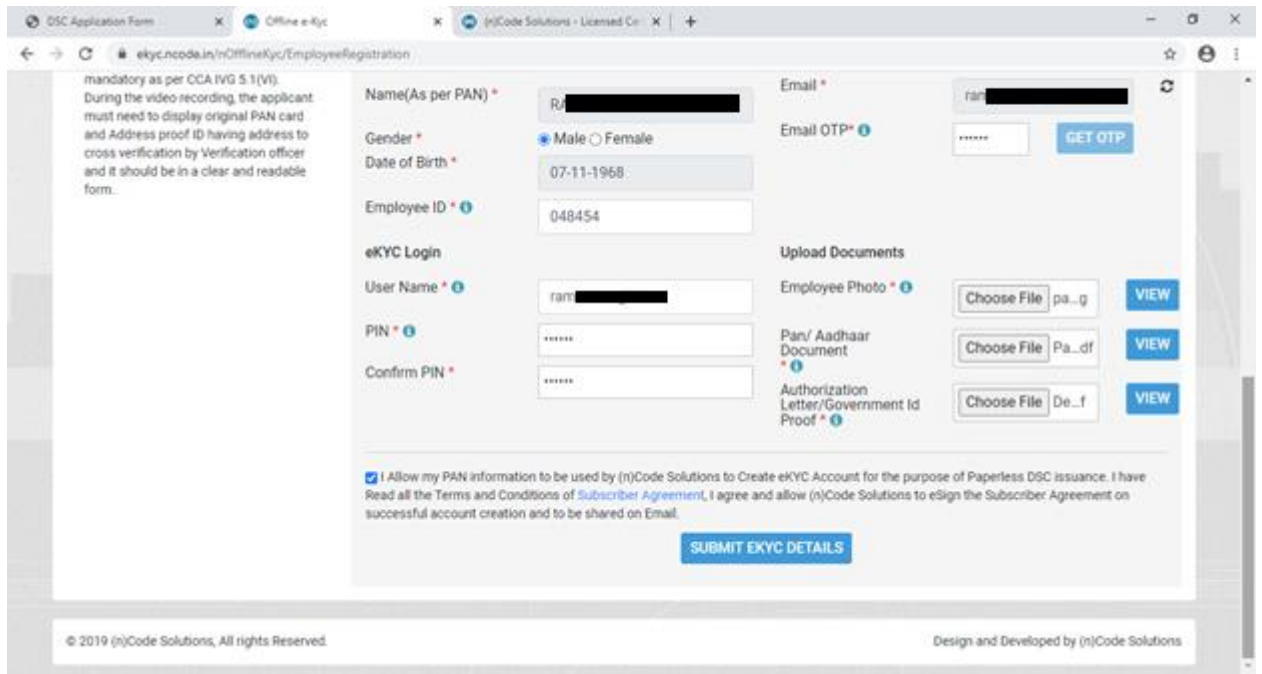
## 3. Fill Employee Information



The screenshot shows the same web browser window as above, but with the "eKYC Registration" step completed. The progress bar now shows "eKYC Registration" as checked. The "Organization" section is now a dropdown menu showing "ncode solutions" and "Signatory Name\*" with a dropdown showing "ZALA PAN". A blue button labeled "VERIFY ORGANIZATION EXISTENCE" is still present. The "EMPLOYEE INFORMATION" section is expanded and contains the following fields:

- Employee PAN No./Aadhaar Number: ABC [redacted] with a "CHANGE PAN" button.
- Name(As per PAN)\*: RAME [redacted]
- Gender\*:  Male  Female
- Mobile\*: 91 [redacted] with a "GET OTP" button.
- Mobile OTP\*: [redacted]
- Email\*: ramesh.wagh@ncode.in with a "GET OTP" button.
- Email OTP\*: [redacted]





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.

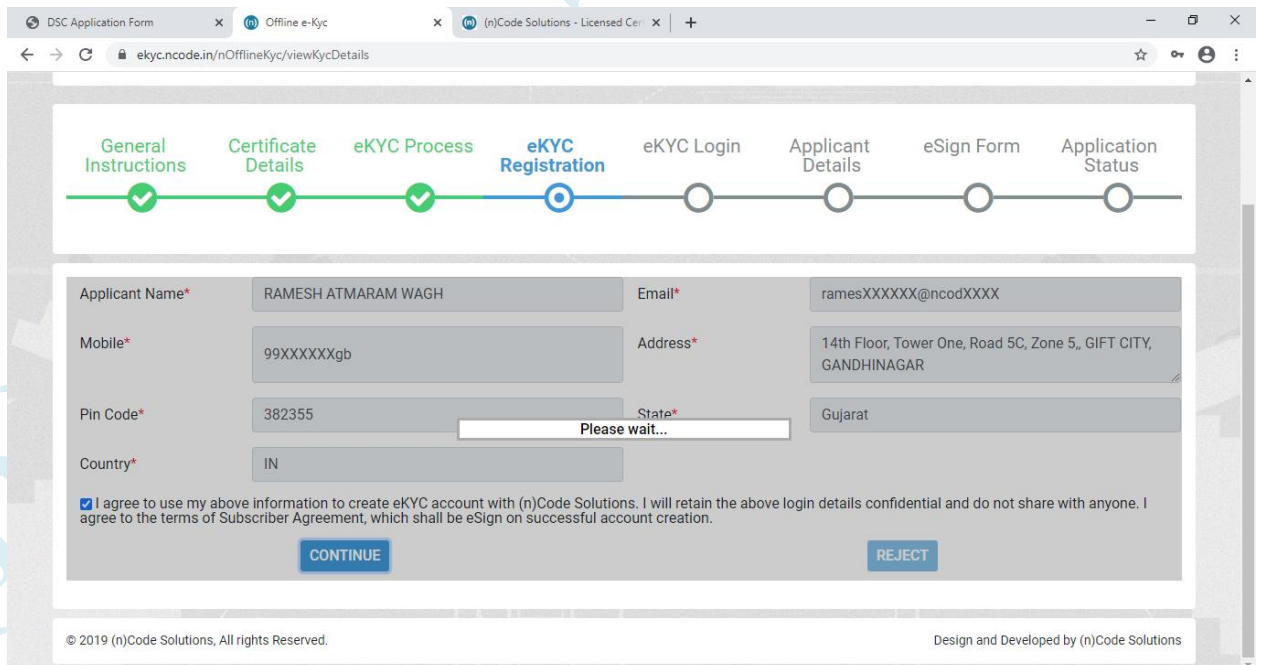
Name(As per PAN) \* [Redacted]  
 Gender \*  Male  Female  
 Date of Birth \* 07-11-1968  
 Employee ID \* 048454  
 eKYC Login  
 User Name \* [Redacted]  
 PIN \* [Redacted]  
 Confirm PIN \* [Redacted]  
 Email \* [Redacted]  
 Email OTP \* [Redacted] GET OTP  
 Upload Documents  
 Employee Photo \* Choose File pa\_g VIEW  
 Pan/ Aadhaar Document \* Choose File Pa\_df VIEW  
 Authorization Letter/Government Id Proof \* Choose File De\_f VIEW

I Allow my PAN 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.

SUBMIT EKYC DETAILS

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4. Provide consent and perform “Submit eKYC details”



General Instructions Certificate Details eKYC Process eKYC Registration eKYC Login Applicant Details eSign Form Application Status

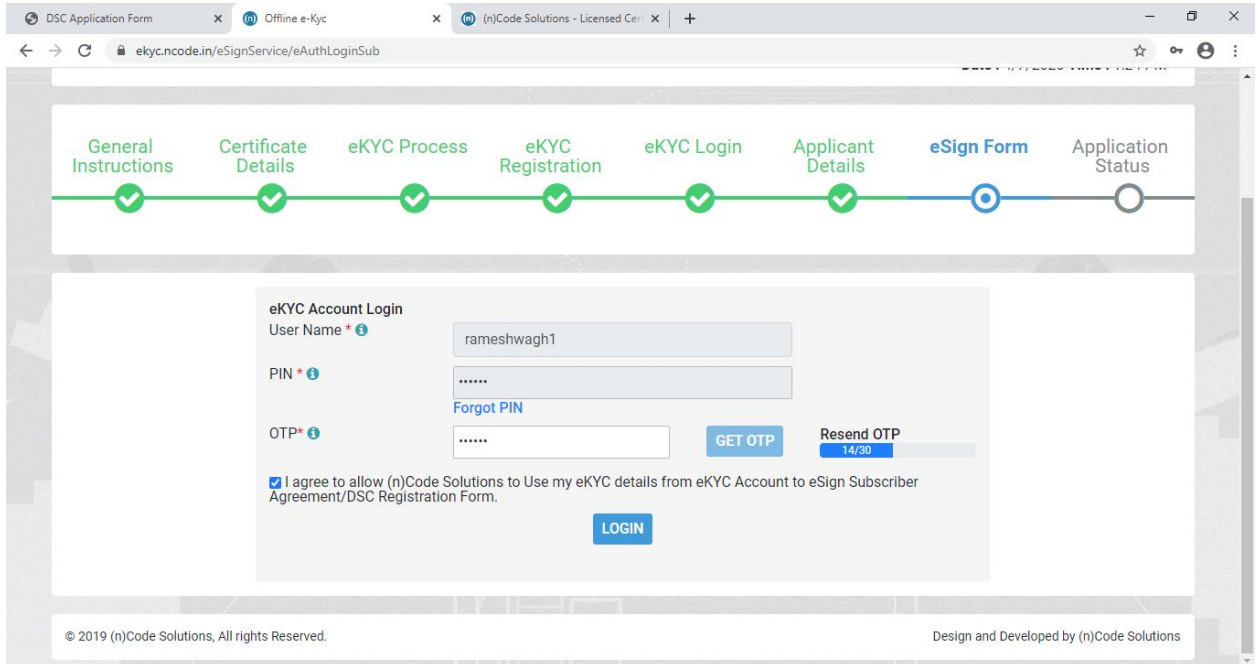
Applicant Name\* RAMESH ATMARAM WAGH Email\* ramesXXXXXX@ncodXXXX  
 Mobile\* 99XXXXXXgb Address\* 14th Floor, Tower One, Road 5C, Zone 5, GIFT CITY, GANDHINAGAR  
 Pin Code\* 382355 State\* Gujarat  
 Country\* IN

I agree to use my above information to create eKYC account with (n)Code Solutions. I will retain the above login details confidential and do not share with anyone. I agree to the terms of Subscriber Agreement, which shall be eSign on successful account creation.

CONTINUE REJECT

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

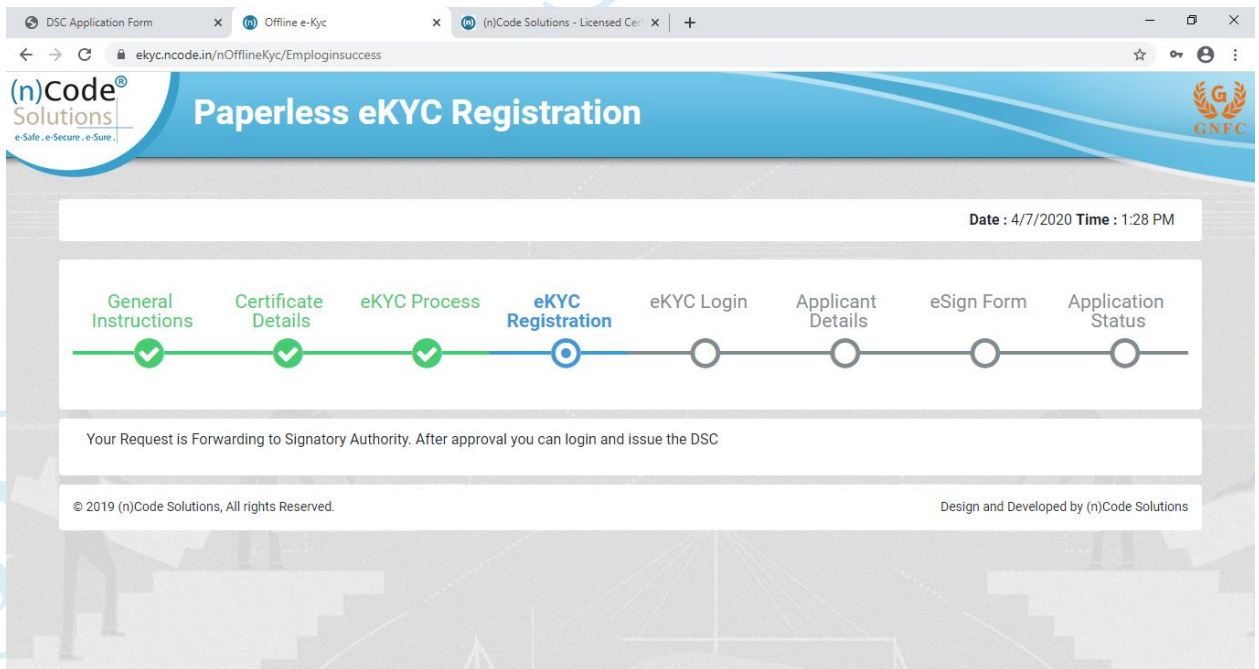


The screenshot shows a web browser window with the URL `ekyc.ncode.in/eSignService/eAuthLoginSub`. At the top, a progress bar indicates the following steps: General Instructions (checked), Certificate Details (checked), eKYC Process (checked), eKYC Registration (checked), eKYC Login (active), Applicant Details (checked), eSign Form (not started), and Application Status (not started). The main content area is titled "eKYC Account Login" and contains the following fields and buttons:

- User Name \*
- PIN \*
- OTF \*
- Buttons: [Forgot PIN](#), [GET OTP](#), [Resend OTP 14/30](#)
- Checkbox:  I agree to allow (n)Code Solutions to Use my eKYC details from eKYC Account to eSign Subscriber Agreement/DSC Registration Form.
- [LOGIN](#) button

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



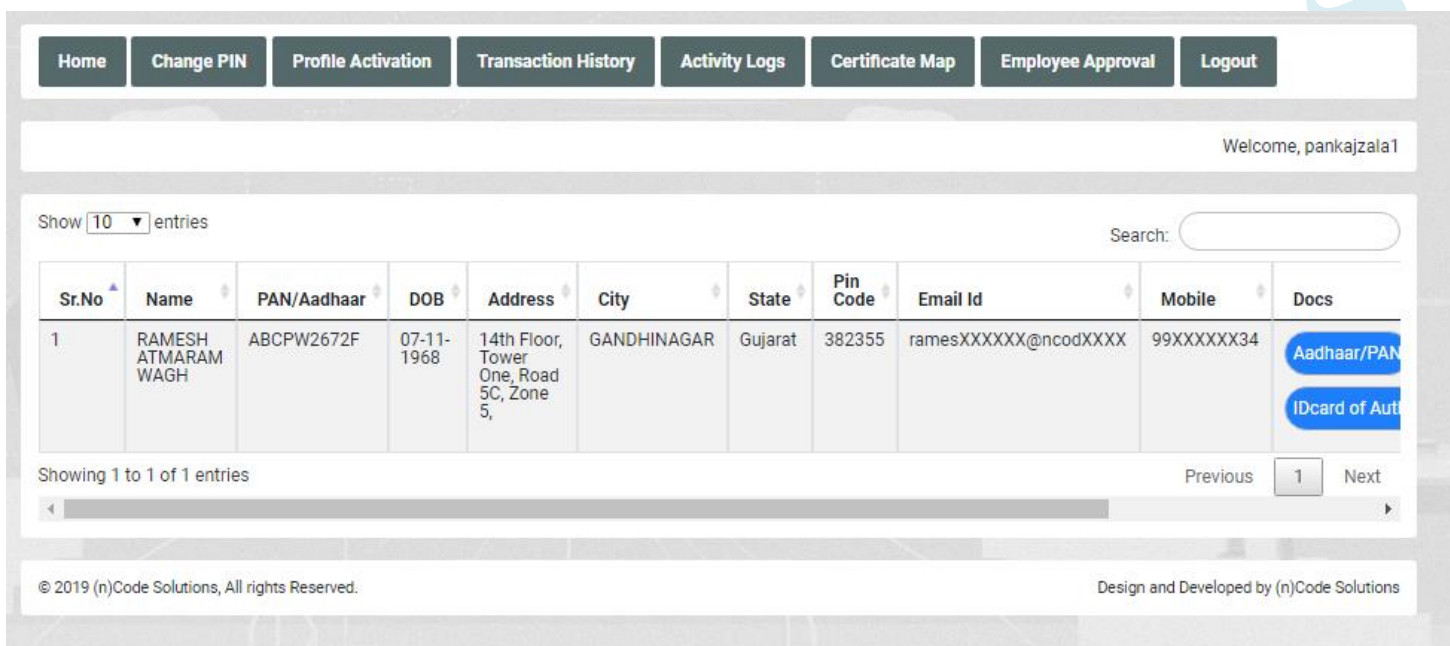
The screenshot shows a web browser window with the URL `ekyc.ncode.in/nOfflineKyc/Emplloginsuccess`. The page features a blue header with the (n)Code Solutions logo and the text "Paperless eKYC Registration". The date and time are displayed as "Date : 4/7/2020 Time : 1:28 PM". A progress bar at the top shows the following steps: General Instructions (checked), Certificate Details (checked), eKYC Process (checked), eKYC Registration (active), eKYC Login (not started), Applicant Details (not started), eSign Form (not started), and Application Status (not started). The main content area contains the following text:

Your Request is Forwarding to Signatory Authority. After approval you can login and issue the DSC

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### D. Steps for employee eKYC Account Approval.

1. Select “Employee Approval”
  - o Check Documents and Provide Approval by clicking “Approve”.



Home Change PIN Profile Activation Transaction History Activity Logs Certificate Map Employee Approval Logout

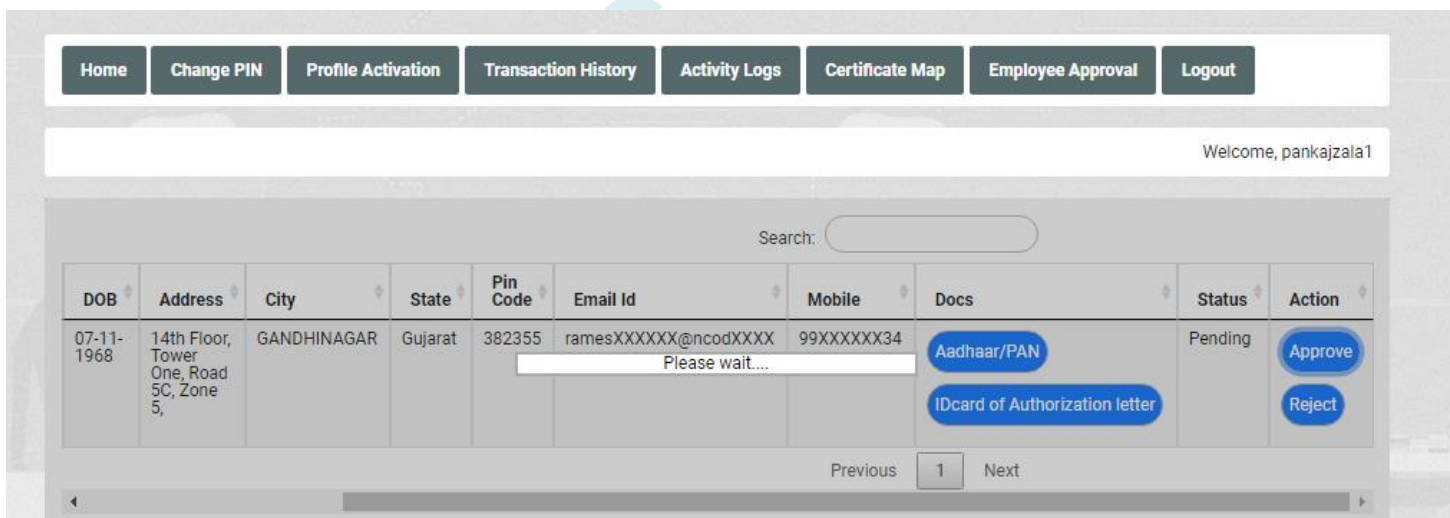
Welcome, pankajzala1

Show 10 entries Search:

Sr.No	Name	PAN/Aadhaar	DOB	Address	City	State	Pin Code	Email Id	Mobile	Docs
1	RAMESH ATMARAM WAGH	ABCPW2672F	07-11-1968	14th Floor, Tower One, Road 5C, Zone 5,	GANDHINAGAR	Gujarat	382355	ramesXXXXXX@ncodXXXX	99XXXXXX34	<a href="#">Aadhaar/PAN</a> <a href="#">IDcard of Aut</a>

Showing 1 to 1 of 1 entries Previous 1 Next

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Home Change PIN Profile Activation Transaction History Activity Logs Certificate Map Employee Approval Logout

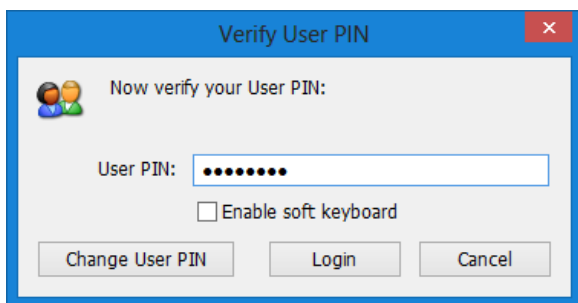
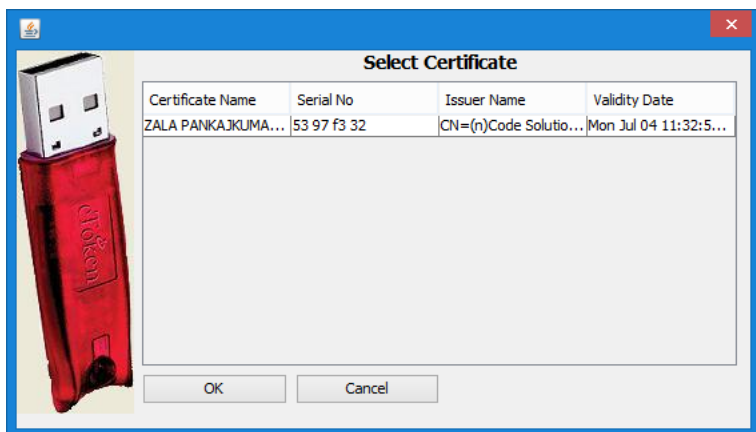
Welcome, pankajzala1

Search:

DOB	Address	City	State	Pin Code	Email Id	Mobile	Docs	Status	Action
07-11-1968	14th Floor, Tower One, Road 5C, Zone 5,	GANDHINAGAR	Gujarat	382355	ramesXXXXXX@ncodXXXX	99XXXXXX34	<a href="#">Aadhaar/PAN</a> <a href="#">IDcard of Authorization letter</a>	Pending	<a href="#">Approve</a> <a href="#">Reject</a>

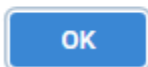
Previous 1 Next

2. Select Certificate
  - o Click “OK” Enter Token/DSC Pin



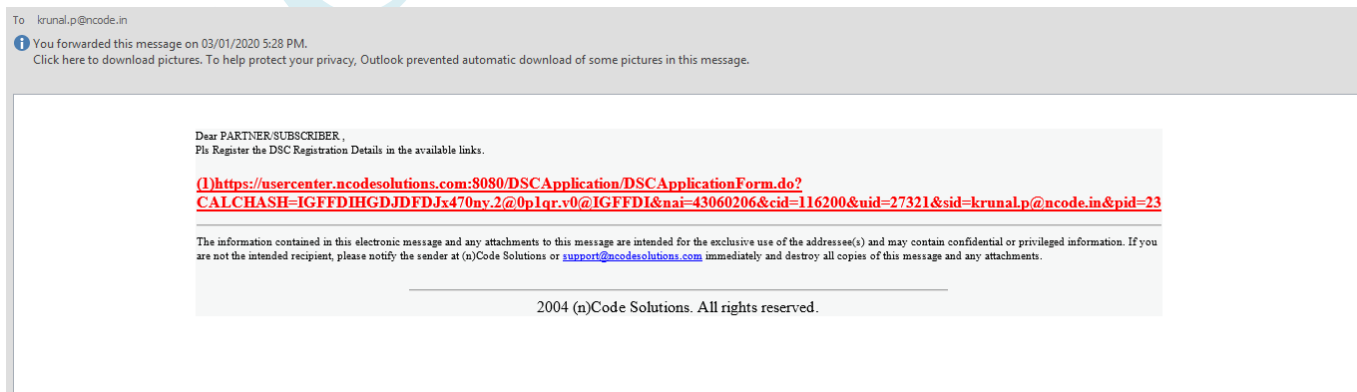
3. Click “OK”

Application request of the employee has been approved



### E. Steps for employee eKYC Registrations.

1. Please click on below link to perform DSC registration.



2. Please select “YES” for Paperless DSC registration.

## Do you want to use (n)Code Solutions Paperless DSC Registration?

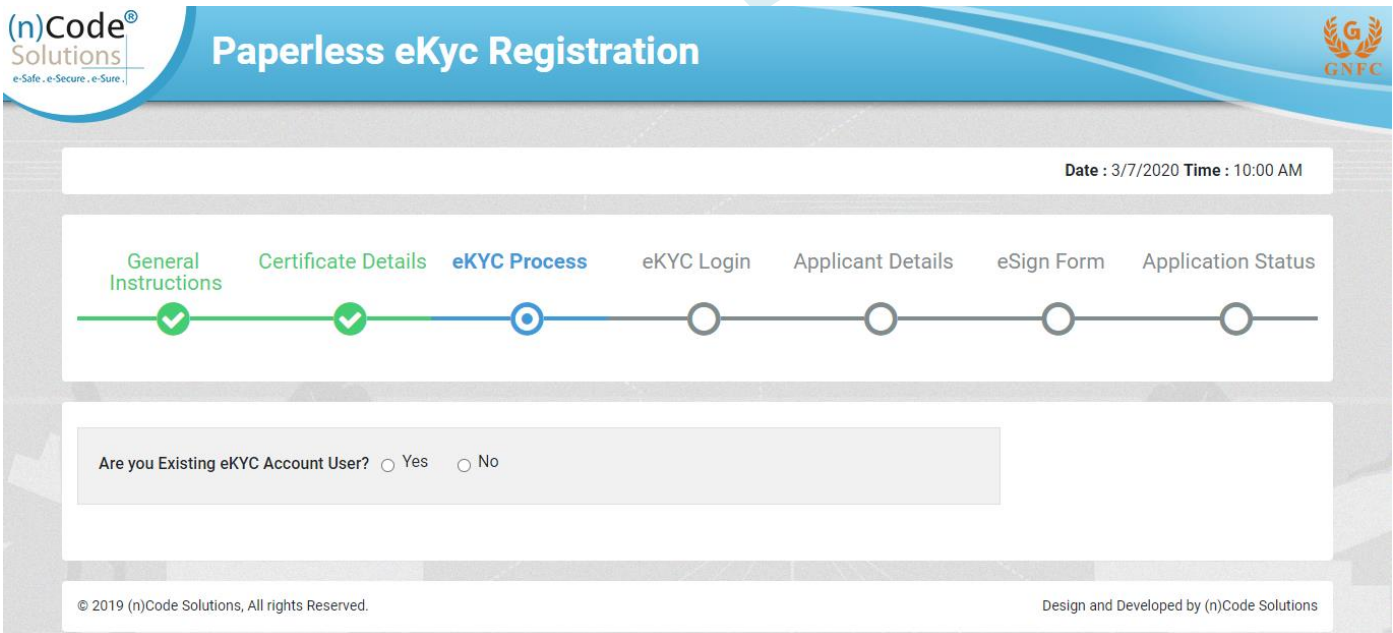
Paperless Registration facility is enabled for applying Digital Signature Certificate (Class II & Class III organization) in paperless manner using 'eKYC Account'.

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.

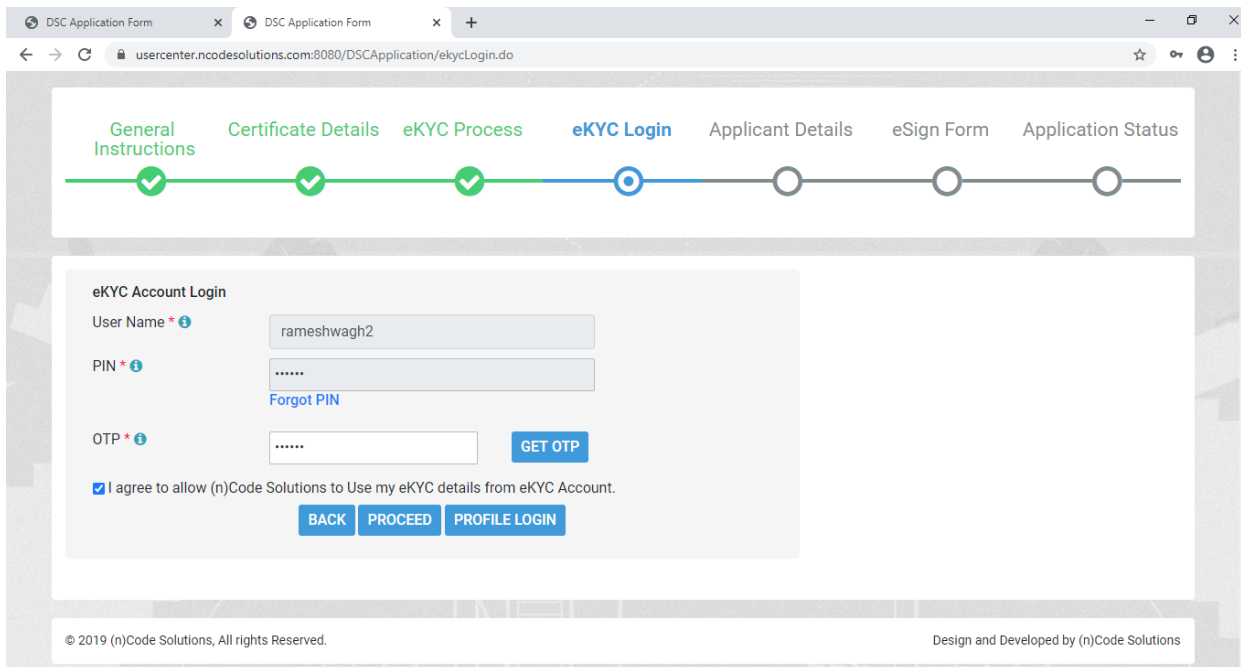
Please press 'No' for traditional Paper based DSC process.

3. Select “Yes”



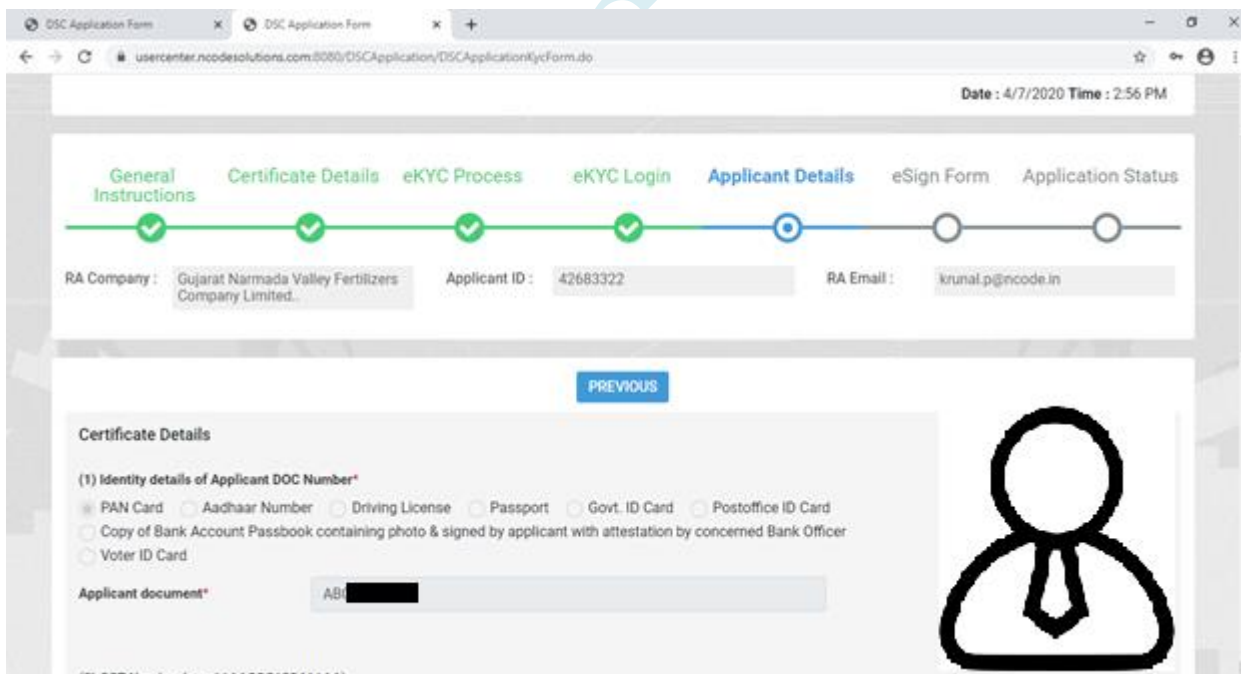
The screenshot shows the 'Paperless eKYC Registration' interface. At the top left is the (n)Code Solutions logo, and at the top right is the GNFC logo. The main header is 'Paperless eKYC Registration'. Below the header, the date and time are displayed as 'Date : 3/7/2020 Time : 10:00 AM'. A progress bar shows the following steps: 'General Instructions' (completed with a green checkmark), 'Certificate Details' (completed with a green checkmark), 'eKYC Process' (current step, highlighted in blue with a blue circle), 'eKYC Login' (pending, grey circle), 'Applicant Details' (pending, grey circle), 'eSign Form' (pending, grey circle), and 'Application Status' (pending, grey circle). Below the progress bar, there is a question: 'Are you Existing eKYC Account User?' with radio buttons for 'Yes' and 'No'. At the bottom, there is a copyright notice: '© 2019 (n)Code Solutions, All rights Reserved.' and 'Design and Developed by (n)Code Solutions'.

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



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



Date : 4/7/2020 Time : 2:56 PM

RA Company : Gujarat Narmada Valley Fertilizers Company Limited. Applicant ID : 42683322 RA Email : krunal.p@ncode.in

PREVIOUS

Certificate Details

(1) Identity details of Applicant DOC Number\*

PAN Card  Aadhaar Number  Driving License  Passport  Govt. ID Card  Postoffice ID Card

Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Voter ID Card

Applicant document\* AB/ [redacted]

DSC Application Form

usercenter.ncodesolutions.com:8080/DSCApplication/DSCApplicationKycForm.do

(2) GST Number (e.g. 11AACCC1234A1AA)

GST Number

(3) Applicant Name\*

NAME

(4) Unique Email ID\*

ra

(5) Unique Mobile No.\*

99

Company Name\*

ncode solutions

Department Name\*

PKI

(6) Residential / Office Address \*

14th Floor, Tower One, Road 5C, Zone 5,

(7) Area/Landmark\*

GIFT CITY

Town/City/District\*

GANDHINAGAR

(8) State\*

Gujarat

PIN \*

382355

DSC Application Form

usercenter.ncodesolutions.com:8080/DSCApplication/DSCApplicationKycForm.do

ncode solutions

PKI

(6) Residential / Office Address \*

14th Floor, Tower One, Road 5C, Zone 5,

(7) Area/Landmark\*

GIFT CITY

Town/City/District\*

GANDHINAGAR

(8) State\*

Gujarat

PIN \*

382355

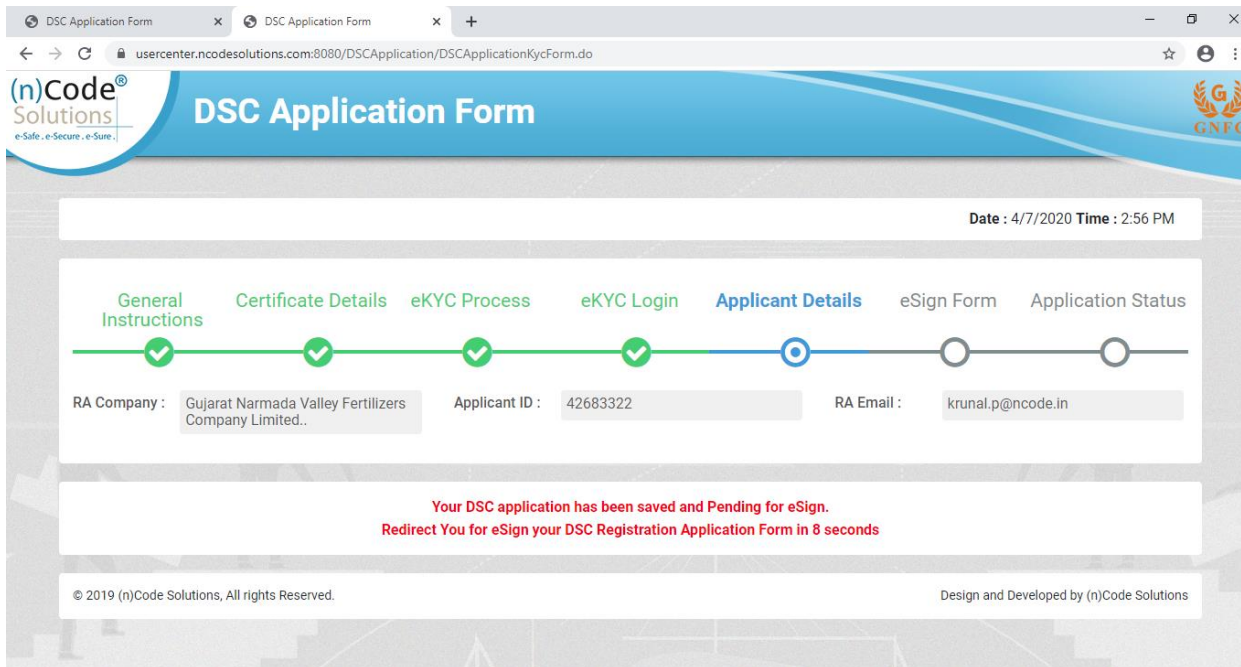
Remarks

Remarks

I have read and understood and agree to all the Terms and Conditions of [DSC Registration Form](#).  
I agree and allow (n)Code Solutions to eSign the DSC Registration Form on successful Registration and to be shared on Email.  
**If Your eKYC account is created with PAN Number, than only PAN Number Based DSC Registration is allowed.**

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- System will redirect you to the eSign page to enable digitally signed application form.  
(\*Please don't close page system will redirect automatically)

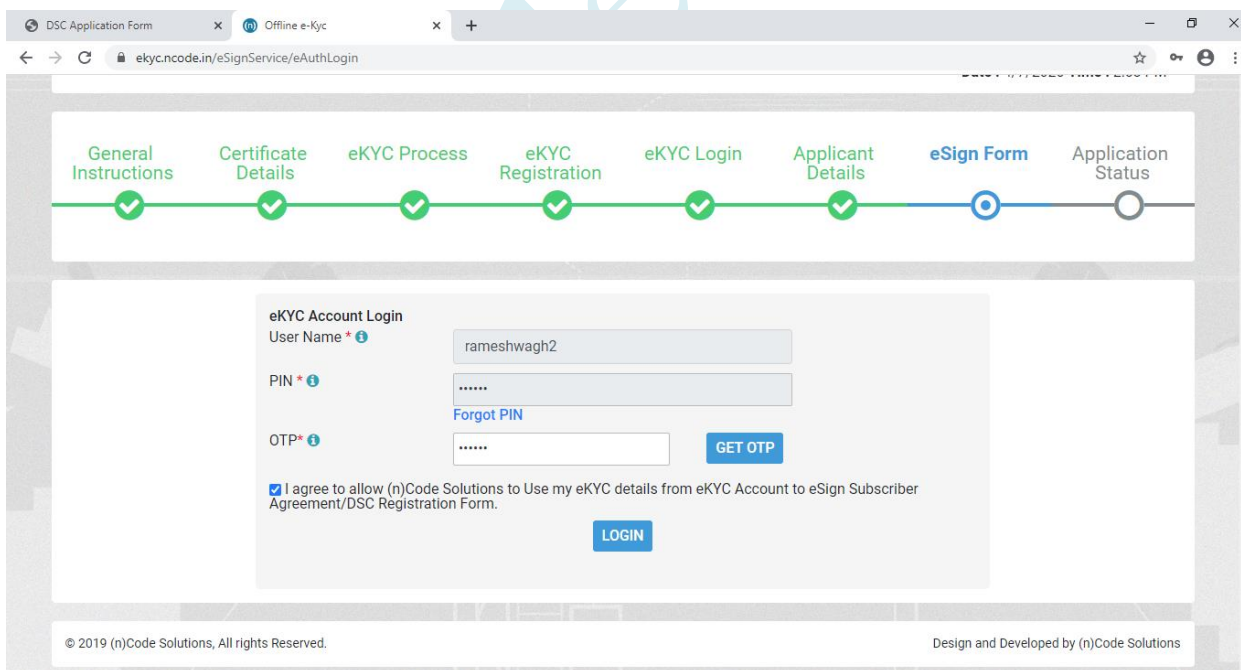


The screenshot shows a web browser window with the URL `usercenter.ncodesolutions.com:8080/DSCApplication/DSCApplicationKycForm.do`. The page title is "DSC Application Form". A progress bar at the top indicates the following steps: General Instructions, Certificate Details, eKYC Process, eKYC Login, Applicant Details, eSign Form, and Application Status. The "Applicant Details" step is currently active. Below the progress bar, the following information is displayed:

- RA Company : Gujarat Narmada Valley Fertilizers Company Limited..
- Applicant ID : 42683322
- RA Email : krunal.p@ncode.in

A red message in the center states: "Your DSC application has been saved and Pending for eSign. Redirect You for eSign your DSC Registration Application Form in 8 seconds".

- Login using existing eKYC Account / User ID and PIN to sign DSC Application form.



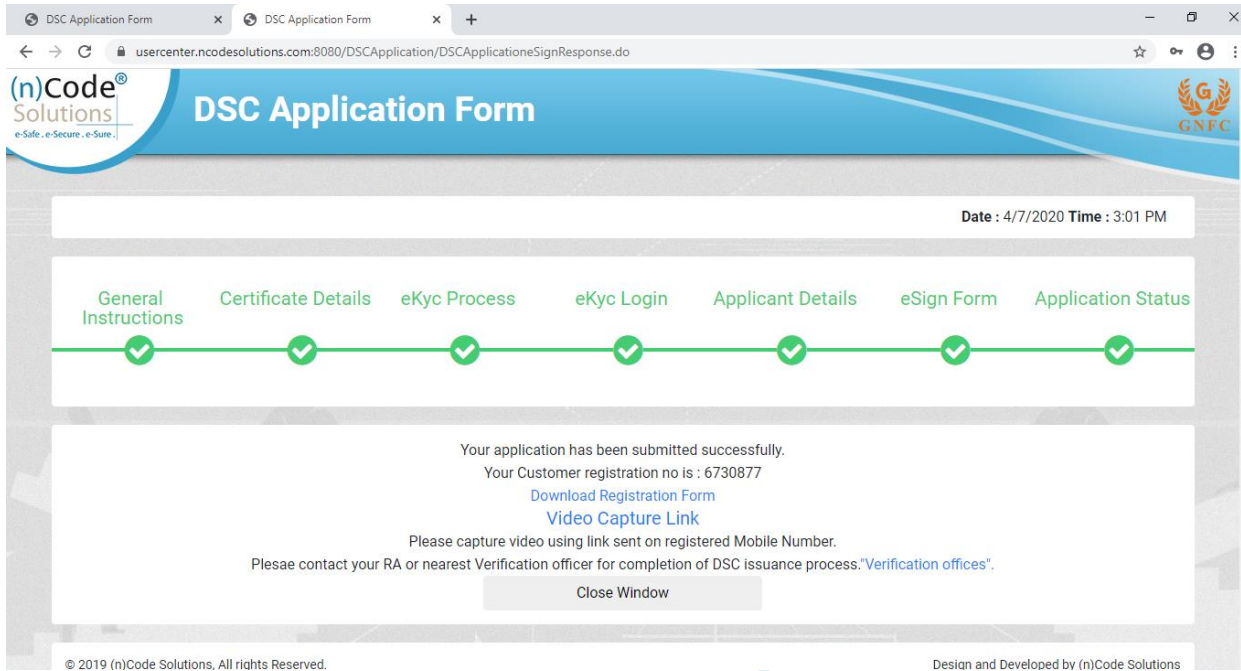
The screenshot shows a web browser window with the URL `ekyc.ncode.in/eSignService/eAuthLogin`. The page title is "eKYC Account Login". A progress bar at the top indicates the following steps: General Instructions, Certificate Details, eKYC Process, eKYC Registration, eKYC Login, Applicant Details, eSign Form, and Application Status. The "eSign Form" step is currently active. Below the progress bar, the following information is displayed:

- User Name \* : rameshwagh2
- PIN \* : .....
- OTP\* : .....

There is a "GET OTP" button and a "LOGIN" button. A checkbox is checked, indicating agreement to the terms: "I agree to allow (n)Code Solutions to Use my eKYC details from eKYC Account to eSign Subscriber Agreement/DSC Registration Form."



8. Application successfully submitted and CID has been generated.
- 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)



- For Application related: [dscsupport@ncode.in](mailto:dscsupport@ncode.in) & [dscsupport1@ncode.in](mailto:dscsupport1@ncode.in)  
079 66743 317/227
- For Compliance related: [dscverification.ncode.in](mailto:dscverification.ncode.in) & [ngtrivedi@ncode.in](mailto:ngtrivedi@ncode.in)  
079 66743 207
- For Tech. Configuration: [tokensupport@ncode.in](mailto:tokensupport@ncode.in) & [dschelp@ncode.in](mailto:dschelp@ncode.in)  
1800 419 4455 / 6356 894 444