



(n)Code Solutions- A Division of GNFC Limited
eKYC based Paperless DSC issuance for
Individual Category DSC
Using Permanent Account Number (PAN)
Version 1.0

About PAN 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 5.5, PAN based eKYC for Personal Certificates is :

Steps for PAN Based Paperless DSC Registration Process for Individual Category

A) Creation of e-KYC Account :

1. Please access registration link from Email address or DSC Application using Applicant ID (Page no. 3).
2. Select "YES" to proceed further (Page no. 3).
3. Select "Yes" if you are existing (n)Code eKYC user else "No" to create new (n)Code eKYC account. (Page no. 4)
4. Fill all your KYC details in eKYC Account Registration page (Page no. 5).
Create eKYC Userid (8 To 16 Character) and Pin (6 Digit/Numeric password) (Page no. 6).
5. Provide consent and perform "Submit eKYC details (Page no. 6)"

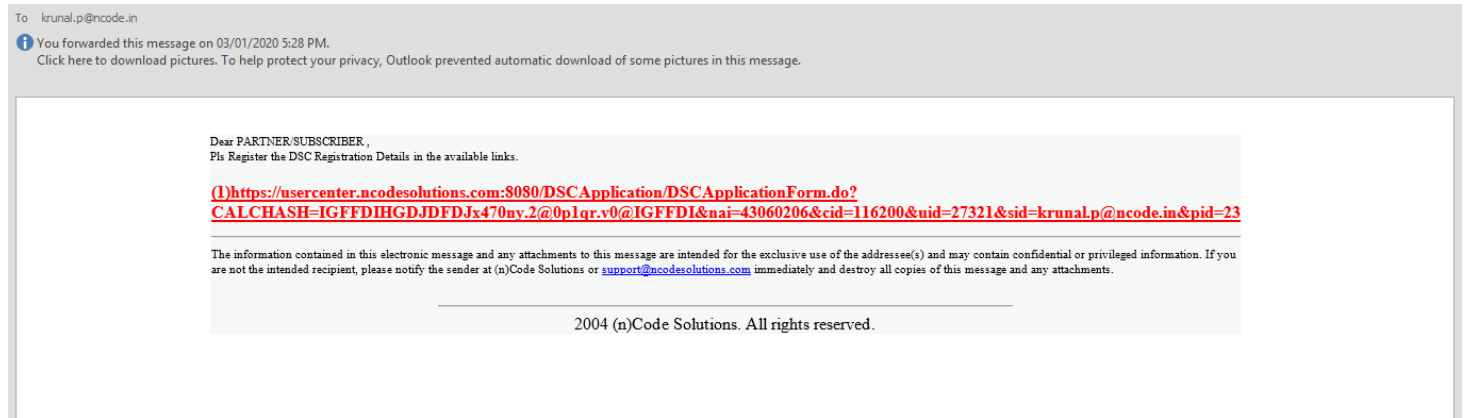
B) Use e-KYC Account and create paperless DSC application :

1. Login using existing eKYC Account (UserID) and PIN (Page no. 7).
2. System will redirect you to the eSign page to enable pre-filled details in DSc Application (Page no. 8).
3. Subscriber/User has to login again using existing eKYC Account / UserID and PIN to sign DSC Application form (Page no.9).
4. Application will be successfully submitted and Customer ID (CID) will be generated (Page no.10).

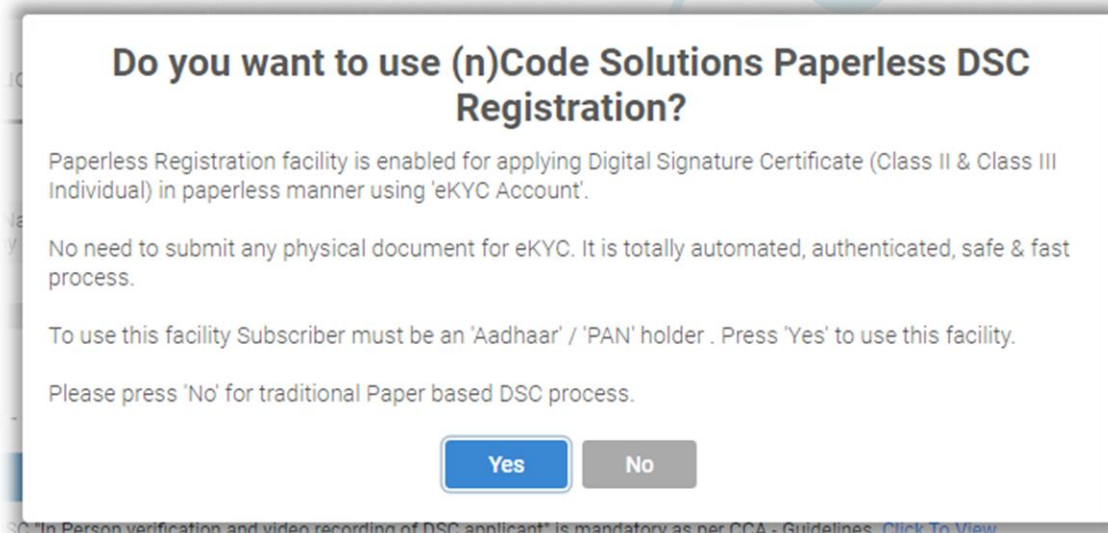
-
- ✚ Subscriber receives Acknowledgement message on his/her registered Mobile number and E-Mail.
 - ✚ Subscriber will also receive video uploading link to record live video of minimum 22 seconds.
 - ✚ After uploading video RA has to click on tab 'Sent To Verification' thereafter it would be forwarded 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)
- 1) Please access registration link from Email address or DSC Application using Applicant ID.



- 2) Please select “YES” for PAN (Permanent Account Number) based Paperless DSC registration. If you select “No” then system will redirect you to Normal Paper based DSC registration.



SC *In Person verification and video recording of DSC applicant* is mandatory as per CCA - Guidelines. [Click To View](#)

3) Select “Yes” if you are existing eKYC user at (n)Code Solutions, else “No” to create new eKYC account valid for 2 year period.

(*First time user needs to create eKYC account to proceed further.)

Paperless eKyc Registration

Date : 3/1/2020 Time : 3:35 PM



Are you Existing eKYC Account User? Yes No

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4) For e-KYC details based on PAN :

a) For PAN based eKYC Registration Click On “Click Here”

Paperless eKyc Registration

Date : 3/1/2020 Time : 3:35 PM

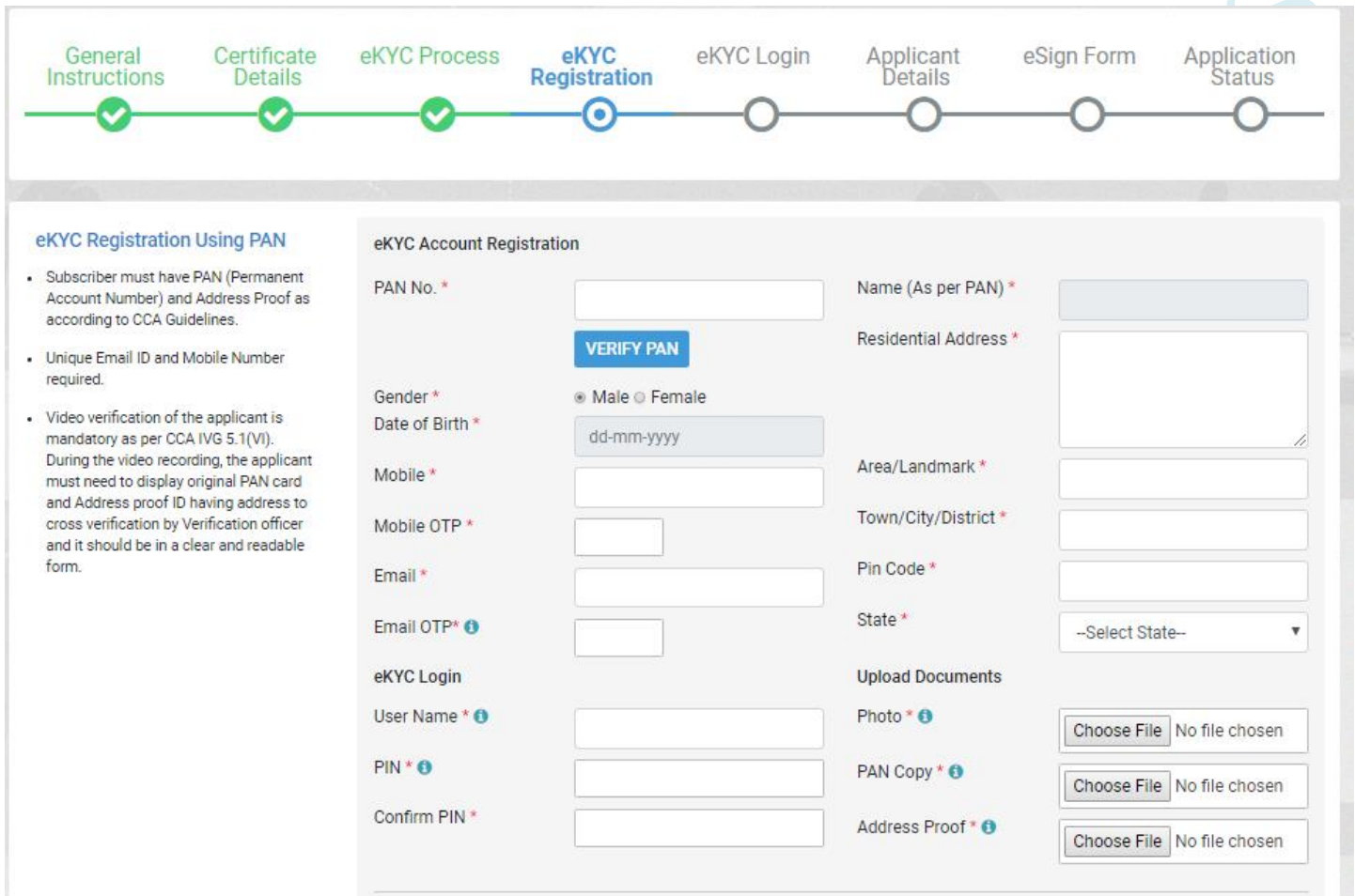


For PAN Based eKYC Registration, Please [Click Here](#)

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b) Please read instructions at left side of screen “eKYC Registration Using PAN” before proceeding further.



eKYC Registration Using PAN

- Subscriber must have PAN (Permanent Account Number) and Address Proof 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

PAN No. *

VERIFY PAN

Gender * Male Female

Date of Birth *

Mobile *

Mobile OTP *

Email *

Email OTP*

eKYC Login

User Name *

PIN *

Confirm PIN *

Name (As per PAN) *

Residential Address *

Area/Landmark *

Town/City/District *

Pin Code *

State *

Upload Documents

Photo * No file chosen

PAN Copy * No file chosen

Address Proof * No file chosen

- i. Fill Subscribers details and validate unique Mobile Number and E-Mail provided using OTP.
- ii. Applicant Photo should be in “jpg/png” format.
- iii. PAN card copy should be in “pdf/jpg/png” format
- iv. Address should be matched with address proof document uploaded to avoid rejection.
- v. Create eKYC Userid (8 To 16 Character) and Pin (6 Digit/Numeric password).
- vi. 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.
- Unique Email ID and Mobile Number required.
- Video verification of the applicant is mandatory as per CCA IVG 3.1(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

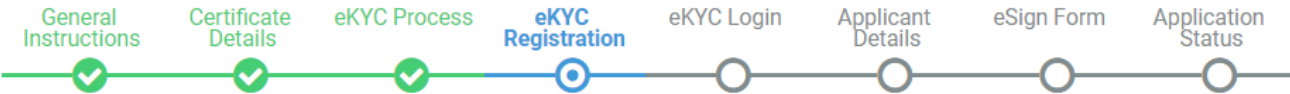
PAN No. *	<input type="text" value="BJ [REDACTED]"/>	Name (As per PAN) *	<input type="text" value="PANDYA KRUNALKUMAR ROI"/>
	<input type="button" value="CHANGE PAN"/>	Residential Address *	<input type="text" value="14TH FLOOR GIFT CITY ROAD SC GIFT CITY"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Area/Landmark *	<input type="text" value="GIFT CITY"/>
Date of Birth *	<input type="text" value="[REDACTED]36"/>	Town/City/District *	<input type="text" value="GANDHINAGAR"/>
Mobile *	<input type="text" value="96 [REDACTED]"/>	Pin Code *	<input type="text" value="382356"/>
Mobile OTP *	<input type="text" value="*****"/> <input type="button" value="GET OTP"/>	State *	<input type="text" value="Gujarat"/>
Email *	<input type="text" value="krunal.p@ncode.in"/>	Upload Documents	
Email OTP *	<input type="text" value="*****"/> <input type="button" value="GET OTP"/>	Photo *	<input type="button" value="Choose File"/> Kp_Photo.jpg
eKYC Login		PAN Copy *	<input type="button" value="Choose File"/> Pan.jpg
User Name *	<input type="text" value="krunalp12"/>	Address Proof *	<input type="button" value="Choose File"/> 002.jpg
PIN *	<input type="text" value="*****"/>		
Confirm PIN *	<input type="text" value="*****"/>		

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.

5) Provide Consent after Cross verifying your eKYC account details to “Continue” further to e-Sign subscriber’s Agreement.

(*We will send digitally signed “Subscriber’s Agreement” copy to subscriber’s Email)

Date : 4/1/2020 Time : 9:37 AM



Applicant Name*	<input type="text" value="PANDYA KRUNALKUMAR ROHITKUMAR"/>	Email*	<input type="text" value="pandyXXXXXXXXXX@gmaiXXXXX"/>
Mobile*	<input type="text" value="96XXXXXX44"/>	Address*	<input type="text" value="14 TH FLOOR GIFT, GIFT CITY, GANDHINAGAR"/>
Pin Code*	<input type="text" value="382356"/>	State*	<input type="text" value="Gujarat"/>
Country*	<input type="text" value="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

B)

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

Date : 4/1/2020 Time : 9:37 AM



eKYC Account Login

User Name *

PIN *

OTP * **GET OTP** **Resend OTP** 19/30

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

LOGIN


- 2) Registration form along with applicant's photo will be filled automatically
a) Click "Confirm details" and "Submit" to e-Sign prefilled DSC application..

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*



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

(3) Applicant Name*

(4) Unique Email ID* (5) Unique Mobile No.*

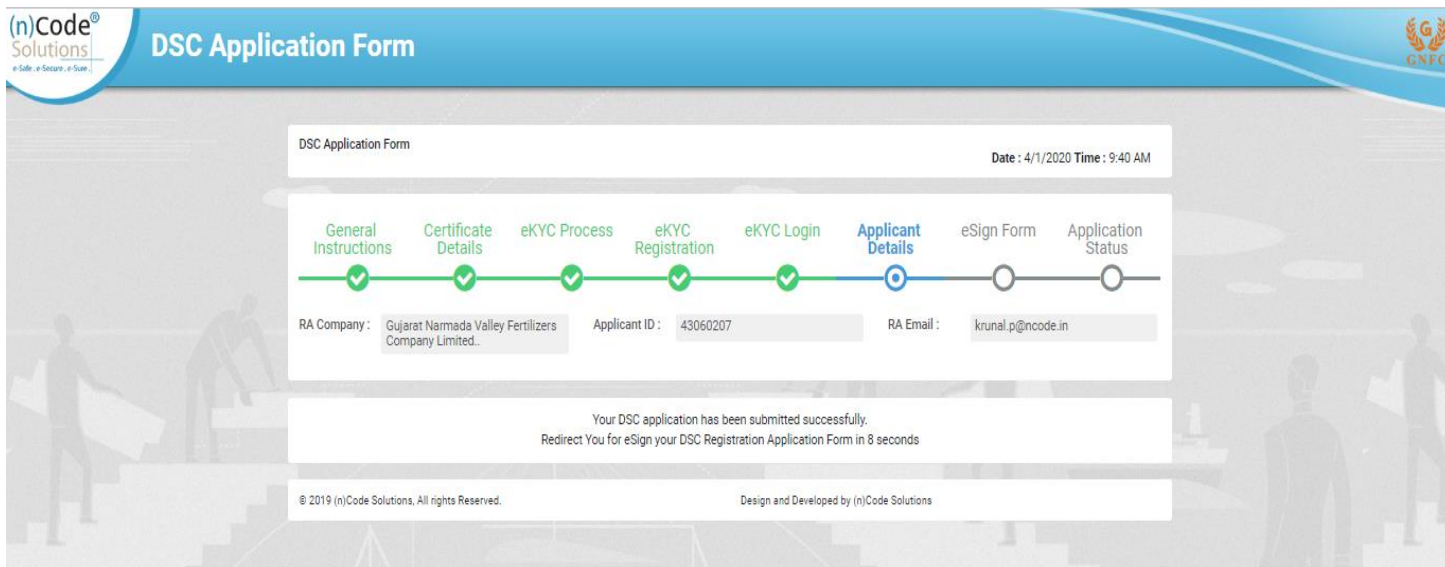
(6) Residential / Office Address *

(7) Area/Landmark* Town/City/District*

(8) State* PIN *

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.

- b) System will redirect you to eSign page to enable digitally signing of DSC application form.
 (*Please don't close the page, system will get redirected automatically)



DSC Application Form Date : 4/1/2020 Time : 9:40 AM

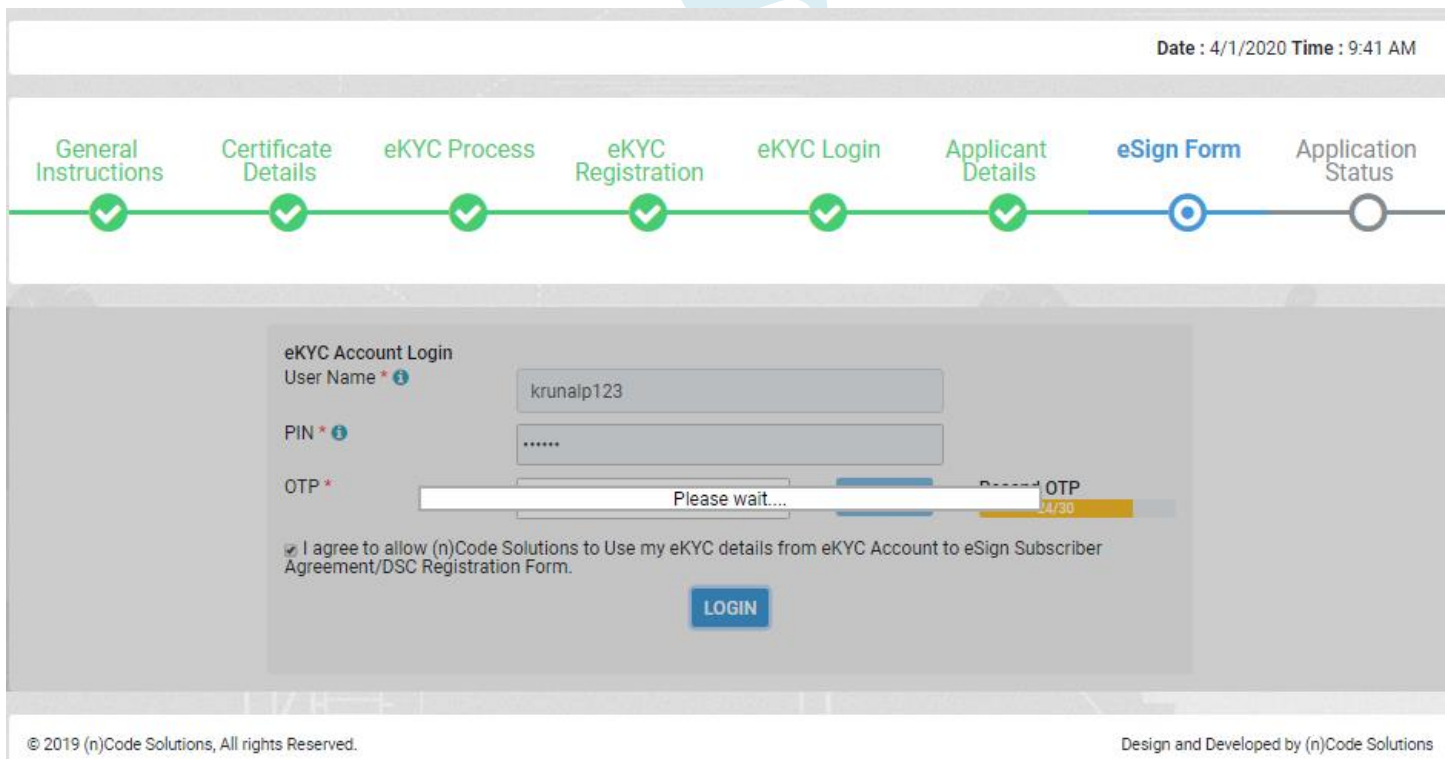
Progress: General Instructions ✓ Certificate Details ✓ eKYC Process ✓ eKYC Registration ✓ eKYC Login ✓ Applicant Details (Active) eSign Form Application Status

RA Company : Gujarat Narmada Valley Fertilizers Company Limited.. Applicant ID : 43060207 RA Email : krunal.p@ncode.in

Your DSC application has been submitted successfully.
Redirect You for eSign your DSC Registration Application Form in 8 seconds

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- 3) Login using existing eKYC Account / UserID and PIN to e-Sign DSC Application form.



Date : 4/1/2020 Time : 9:41 AM

Progress: General Instructions ✓ Certificate Details ✓ eKYC Process ✓ eKYC Registration ✓ eKYC Login ✓ Applicant Details ✓ eSign Form (Active) Application Status

eKYC Account Login

User Name *

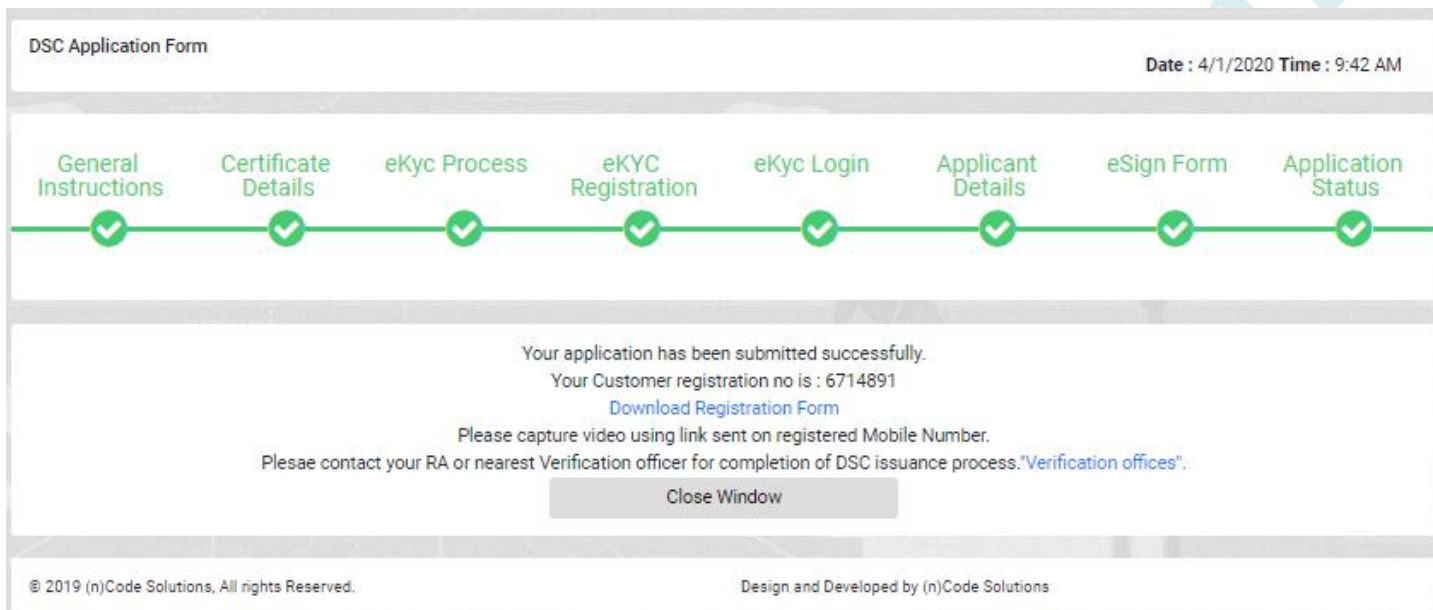
PIN *

OTP * 14/30

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

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- 4) Application gets successfully submitted and CID gets generated.
 - a. Subscriber receives Acknowledgement message on his/her Mobile and Email
 - b. Subscriber will also receive video uploading link to record live video of minimum 22 seconds(* Original Support Documents (PAN and Address proof) must be shown at the time of video recording),
(*We will send digitally signed “Application form” at subscribers’ E-Mail provided)



The screenshot shows a web interface for the DSC Application Form. At the top, it says "DSC Application Form" and "Date : 4/1/2020 Time : 9:42 AM". Below this is a progress bar with eight steps: General Instructions, Certificate Details, eKyc Process, eKYC Registration, eKyc Login, Applicant Details, eSign Form, and Application Status. Each step has a green checkmark, indicating that all steps are completed. Below the progress bar, the text reads: "Your application has been submitted successfully. Your Customer registration no is : 6714891. Download Registration Form. 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'." There is a "Close Window" button at the bottom of the main content area. The footer contains the copyright information: "© 2019 (n)Code Solutions, All rights Reserved." and "Design and Developed by (n)Code Solutions".

- For Application related: dscsupport@ncode.in & dscsupport1@ncode.in
079 66743 317/227
- For Compliance related: dscverification@ncode.in
079 66743 207
- For Tech. Configuration: tokensupport@ncode.in & dschelp@ncode.in
1800 419 4455