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# (n)Code Solutions- A Division of GNFC Limited

Aadhaar based Paperless DSC issuance using Offline e-KYC (Digitally signed XML) Version 1.0

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# About Aadhaar offline e-KYC 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 5.2, Aadhaar offline eKYC based for Personal Certificates is :

### Steps for Aadhaar offline e-KYC Based Paperless DSC Registration Process

- 1. Please access registration link from Email address or DSC Application using Applicant ID (Page no. 3).
- Select "Yes" if you are existing (n)Code eKYC user else "No" to create new (n)Code eKYC account. (Page no. 3)
- 3. Click to "Offline Aadhaar (.zip file) Based eKYC Registration. (Page no. 4).
- 4. Fill all your KYC details in eKYC Account Registration page (Page no. 4).
- 5. Create eKYC Userid (8 To 16 Character) and Pin (6 Digit/Numeric password) (Page no. 5).
- 6. Provide consent and perform "Submit eKYC details (Page no. 5)"
- 7. Login using existing eKYC Account (UserID) and PIN (Page no. 6).
- 8. System will redirect you to the eSign page to enable pre-filled details in Application (Page no. 7).
- 9. Subscriber/User has to login again using existing eKYC Account / UserID and PIN to sign DSC Application form (Page no.8).
- 10. Thereafter application will be successfully submitted and Customer ID (CID) will be generated (Page no.9).
- 4 Subscriber receives Acknowledgement message on his/her registered Mobile number and E-Mail.
- Let 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.

	AADHAAR OFFLINE e-KYC BASED PAPERLESS DSC REGISTRATION PROCE	SS
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a) Pl	ease click on below link to perform DSC registration.	
	in his message on 03/01/2020 5:28 PM. vnload pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	
	Dear PARTNER/SUBSCRIBER , Pls Register the DSC Registration Details in the available links. (1)https://usercenter.ncodesolutions.com:8080/DSCApplication/DSCApplicationForm.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 are not the intended recipient, please notify the sender at (n)Code Solutions or <u>support@ncodesolutions.com</u> immediately and destroy all copies of this message	
	2004 (n)Code Solutions. All rights reserved.	
(*I	elect "Yes" if you are existing eKYC user else "No" to create new eK First time user needs to create eKYC to proceed further.)	CYC account
(n)Code Solutions e-Safe - e-Secure - e-Sure	Paperiess exyc Registration	GNEC
		Date : 21/5/2020 Time : 2:36 PM
	General Certificate Details eKYC Process eKYC Login Applicant Details	eSign Form Application Status
	Are you Existing eKYC Account User? 💿 Yes 💿 No	E
	© 2019 (n)Code Solutions, All rights Reserved.	Design and Developed by (n)Code Solutions
V 1.0	©2019 (n)Code Solutions. All Rights Reserved.	Page 3 of 9

	BASED PAI	AADHAAR OFFLINE e-KYC PERLESS DSC REGISTRATION PRO	OCESS
	GNFC		(n)Code <sup>®</sup> Solutions License Certifying Authority
c)	Click to "Offline Aadhaar (	.zip file) Based eKYC Registration.	Date : 18/5/2020 Time : 7:02 PM
	eneral Certificate Details e tructions	eKYC Process eKYC Login Applicant [	Details eSign Form Application Status
	AN Based eKYC Registration, Please <mark>Click He</mark> ffline Aadhaar (.zip file) Based eKYC Registra	Video Recording Help Ma	sed Paperless DSC Issuance Click Here anual For PAN Based DSC Click Here
	)Code Solutions, All rights Reserved.	tions "Aadhaar Offline eKYC " before	Design and Developed by (n)Code Solutions
,	Fill Subscribers details and	validate PAN.	Applicant eSign Form Application Details
	<ul> <li>Aadhaar Offline eKYC</li> <li>Subscriber must have Aadhaar Card in his own n</li> <li>Subscriber mobile Number must be linked with A Card.</li> <li>PAN number is optional to create eKYC account. create eKYC account with PAN than Name in PAI Aadhaar Name should be same, other wise eKYC will not be allowed to create.</li> <li>Subscriber can download Aadhaar offline XML fr UIDAI web site &amp; Proceed.</li> </ul>	Aadhaar Ernail ID *	User Name *  PIN *  Confirm PIN * Upload Aadhaar XML* Choose File No fihosen Aadhaar XML Share Code *





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- Enter Aadhaar linked mobile number.
- Enter Aadhaar linked Email address if registed with Aadhaar Database (Case sensitve)"
- If not registred kindly Enter email address and Authenticate using OTP.
- Create eKYC Userid (8 To 16 Character) and Pin (6 Digit/Numeric password).
- Enter PAN number and validate (Name in PAN and Aadhaar should be same)
- Upload Aadhaar XML
- Enter XML Share Code
- Provide consent and perform "Submit eKYC details"

dhaar Offline eKYC	eKYC Account Regist	ration		
ubscriber must have Aadhaar Card in his own name. ubscriber mobile Number must be linked with Aadhaar	Mobile * 0	96	User Name *	KRP123456
ard. AN number is optional to create eKYC account. If you	Email ID *	par @gmail.	PIN*0	
reate eKYC account with PAN than Name in PAN and adhaar Name should be same, other wise eKYC account	PAN	BJ	Confirm PIN*	
ill not be allowed to create. ubscriber can download Aadhaar offline XML from		CHANGE PAN	Upload Aadhaar XML*	Choose File offlin0.zig
IDAI web site & Proceed. Click Here	Name(As per PAN)	PANDYA KRUNALKUMAR	Aadhaar XML Share Code *	
		SUMBIT E	KYC DETAILS	





f) 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)

General Instructions	Certificate eKYC I Details	Process eKYC Registration	eKYC Login	Applicant Details	eSign Form	Application Status
pplicant Name*	Krunalkuma		Email*	pandyXXXXX	XXXXXX@gmaiXXXXX	
tobile*	96XXXXXXDs		Address*			jar,Sargasan
in Code*	38		State*	Gujarat		
ountry*	India					
g) Login usi	ing existing eKY(	C Account (UserID)	and PIN to fil	led DSC An	plication form	1.
General C	ing existing eKY( Certificate eKYC P Details	C Account (UserID) rocess eKYC Registration	eKYC Login	Applicant Details	eSign Form	n. Application Status
	eKYC P eKYC Account Login User Name * PIN * OTP*	Registration	eKYC Login	Applicant Details	eSign Form	Application





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

Company Company     Company Company <th></th> <th></th> <th></th> <th></th> <th></th> <th>Date : 16/5/2</th> <th>020 Time : 3:27 PM</th>						Date : 16/5/2	020 Time : 3:27 PM
Company: Operation Namenda Valley Fertilizers Applicant ID: ADDISON   For Number:   Point details of Applicant DOC Number:   Point details of Applicant Nume:   Point details		eKYC Process		eKYC Login	Details	eSign Form	
Company Limited.							
terificate Details  ) Section of Applicant DOC Number:  APA Card Andhar Number in Diring License in Passport in Ont. ID Card in Postpoffice ID Card  Cocy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Office  Postpoffice ID Card  policant document  Commercial  Comme	A Company : Gujarat Narmada Valley F Company Limited.	ertilizers Applica	ant ID : 43012513		RA Email :	krunal.p@ncod	e.in
<pre>n) dentify details of Applicant DOC Number:</pre>			PREV	nous			
PAN Card Aadhaar Number Drving License Pasport Origination for Drving Drving License Pasport Origination for Ori	Certificate Details			_			
PAN Card Aadhaar Number Drving License Pasport Origination for Drving Drving License Pasport Origination for Ori	(1) Identity details of Applicant DOC Numbe	er*					
GST Number   ub) Applicant Name*   Applicant Name*   (fundue Email D*   ubique Email D*   (f) Unique Mobile No.*   ad	Copy of Bank Account Passbook cont Voter ID Card						
a) Applicant Name* Applicant Name* Grunal Grunal Unique Email ID* Grunal	2) GST Number (e.g. 11AACCC1234A1AA)	)					
Applicant Name*  trunation  Applicant Name*  trunation  Unique Email ID*  (5) Unique Mobile No.*  (5)	GST Number			VERIFY GST			
Applicant Name*  trunation  Applicant Name*  trunation  Unique Email ID*  (5) Unique Mobile No.*  (5)	(3) Applicant Name*						
mail.com 96   Residential / Office Address *   Residential / Office Address *   Area/Landmark*   Town/City/District*   Real-Common City/District*   State*   Bujarat   Remarks   Remarks   I have read and understood and agree to all the Terms and Conditions of DSC Registration Form, agree and allow (n)Code Solutions to eSign the DSC Registration Form on successful Registration and to be shared on Email. I Your eKYC account is created with PAN Number, than only PAN Number Based DSC Registration is allowed.   CONFIRM DETAILS	3) Applicant Name* Krunal			(D. Halana Mabile No.			
Residential / Office Address *				(5) Unique Mobile No.	-		
Area/Landmark* Town/City/District*   NEAR Sa   State* PIN *   Gujarat *   Remarks   Remarks I have read and understood and agree to all the Terms and Conditions of DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree and allow (n)Code Solutions to eSign the DSC Registration Form. Jagree Educated with PAN Number. Jagree Educated With PAN Number. Jagree Educated Solutions to eSign the DSC Registration Form. Jagree Educated With PAN Number. Jagr	gmail.com			90			
NEAR   State*   State*   Gujarat   State*   Bujarat   State*   Remarks	) Residential / Office Address *						
State*   Gujarat   Bujarat   Remarks     Remarks     I have read and understood and agree to all the Terms and Conditions of DSC Registration Form, lagree and allow (n)Code Solutions to eSign the DSC Registration Form, lagree 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.     CONFIRM DETAILS     SUBMIT	)Area/Landmark*			Town/City/District*			
Gujarat       Image: Confirmed and understood and agree to all the Terms and Conditions of DSC Registration Form, lagree 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.         CONFIRM DETAILS       SUBMIT	NEAR			Sa			
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. CONFIRM DETAILS SUBMIT	) State*			PIN *			
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. CONFIRM DETAILS SUBMIT	Gujarat		٣	38			
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. CONFIRM DETAILS SUBMIT	Remarks						
CONFIRM DETAILS SUBMIT	Remarks						
	I have read and understood and agree I agree and allow (n)Code Solutions to If Your eKYC account is created with P	to all the Terms and C eSign the DSC Registr AN Number, than only	onditions of DSC Reg ation Form on succe PAN Number Based	gistration Form, ssful Registration and DSC Registration is all	to be shared on Ema lowed.	il.	
) ©2019 (n)Code Solutions. All Rights Reserved. Page		1	CONFIRM DETAIL	S SUBMIT			
	.0	©2019	(n)Code Solu	tions. All Right	ts Reserved.		Page 7





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

						Date: 16/5/2	020 <b>Time :</b> 3:27 PM
General Instructior	Certificate Details	eKYC Process	eKYC Registration	eKYC Login	Applicant Details	eSign Form	Application Status
A Company :	Gujarat Narmada Valley Company Limited	Fertilizers Appl	icant ID : 43012513		RA Email :	krunal.p@ncode	e.in
			C application has beer eSign your DSC Regis	and the second	Share and the second		
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j) Login using existing eKYC Account / UserID and PIN to sign DSC Application form.

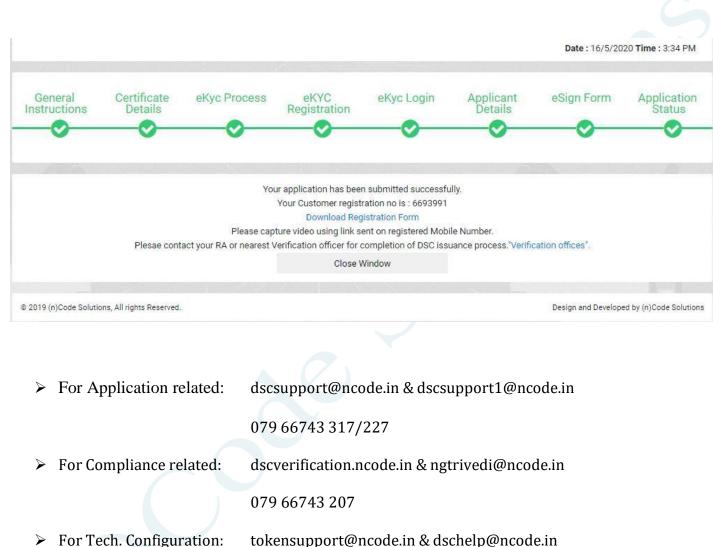
eKYC Account Login					
User Name * 1	KRP123456				
PIN * ()					
	Forgot PIN				
OTP* ()	Plea	se wait			
✓ I agree to allow (n) Agreement/DSC Regi	Code Solutions to Use my eKY0 stration Form.	C details from eKYC Acco	unt to eSign Subscrib	er	





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- k) 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)



or rech. configuration: tokensupport@ncode.in & dscheip@ncode

1800 419 4455 / 6356 894 444