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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

GNFC

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About Aadhaar offline e-KYC 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 5.2, 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).
2. 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).

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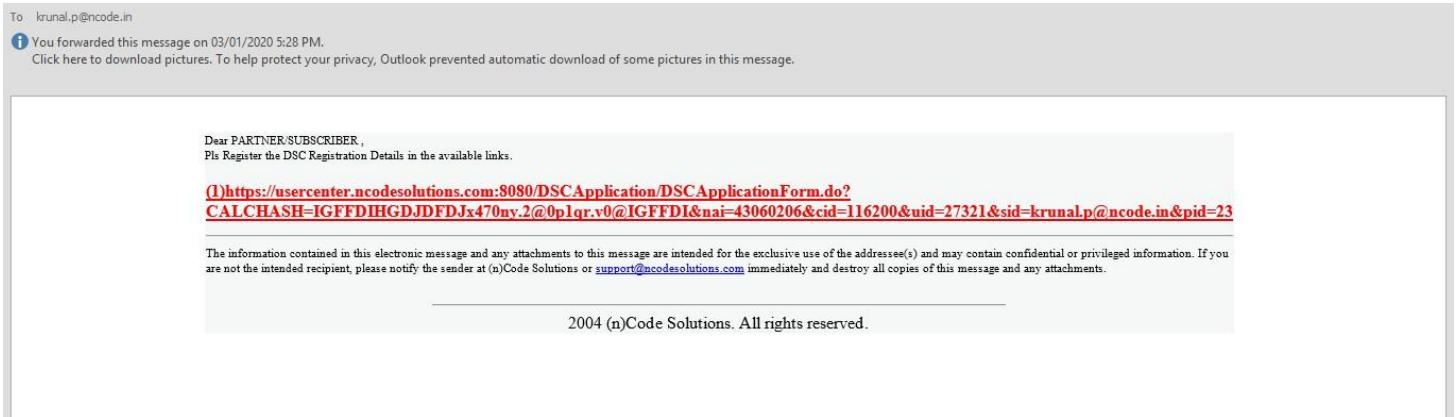
Declaimer: This help document is for basic understanding of process steps only. Exact Process, page contents may change on the basis of new application updates or changes in IT Act & CCA Guidelines.

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a) Please click on below link to perform DSC registration.

To   krunal.p@ncode.in

You forwarded this message on 03/01/2020 5:28 PM.
Click here to download 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 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.

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b) 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.)
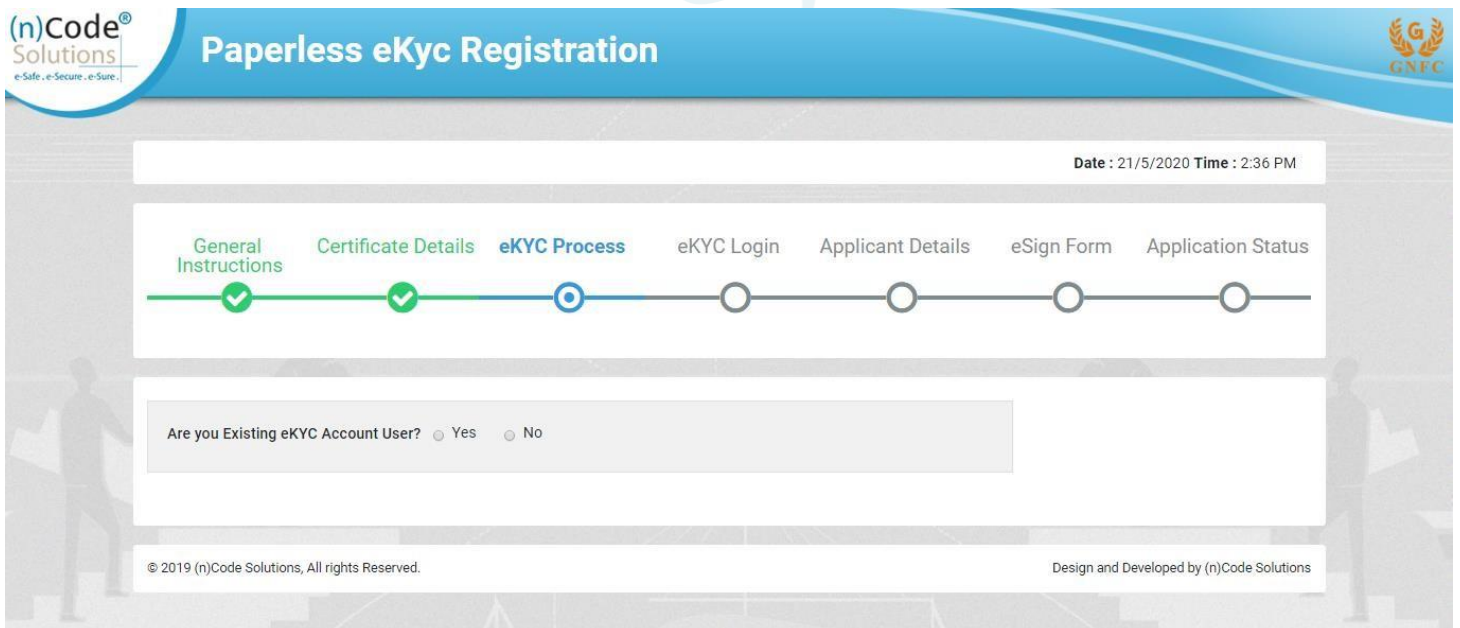
(n)Code®
Solutions
e-Safe. e-Secure. e-Sure.

Paperless eKyc Registration

Date : 21/5/2020 **Time :** 2:36 PM

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

Are you Existing eKYC Account User? ○ Yes   ○ No

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c) Click to "Offline Aadhaar (.zip file) Based eKYC Registration.

Date : 18/5/2020 **Time :** 7:02 PM

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

For PAN Based eKYC Registration, Please Click Here

Help Manual for PAN based Paperless DSC Issuance Click Here
Video Recording Help Manual For PAN Based DSC Click Here

For Offline Aadhaar (.zip file) Based eKYC Registration, Please Click Here

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d) Please read left side instructions "Aadhaar Offline eKYC " before proceeding further.
e) Fill Subscribers details and validate PAN.

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

Aadhaar Offline eKYC

- Subscriber must have Aadhaar Card in his own name.
- Subscriber mobile Number must be linked with Aadhaar Card.
- PAN number is optional to create eKYC account. If you create eKYC account with PAN than Name in PAN and Aadhaar Name should be same, other wise eKYC account will not be allowed to create.
- Subscriber can download Aadhaar offline XML from

UIDAI web site & Proceed. Click Here

eKYC Account Registration

Mobile * ⓘ

Email ID *

PAN

VERIFY PAN

Name(As per PAN)

User Name * ⓘ

PIN * ⓘ

Confirm PIN *

Upload Aadhaar XML*   Choose File No fi...hosen

Aadhaar XML Share Code *

☐ I Allow my Aadhaar Offline eKYC information to be used by (n)Code Solutions to Create eKYC login 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 agreement on successful account creation and to be shared on Email.

SUMBIT EKYC DETAILS

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

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

Aadhaar Offline eKYC

- Subscriber must have Aadhaar Card in his own name.
- Subscriber mobile Number must be linked with Aadhaar Card.
- PAN number is optional to create eKYC account. If you create eKYC account with PAN than Name in PAN and Aadhaar Name should be same, other wise eKYC account will not be allowed to create.
- Subscriber can download Aadhaar offline XML from

UIDAI web site & Proceed. **Click Here**

eKYC Account Registration

Mobile * ⓘ — 9█████

Email ID * — pa█████@gmail.

PAN — BJ█████   **CHANGE PAN**

Name(As per PAN) — PANDYA KRUNALKUMAR

User Name * ⓘ — KRP123456

PIN * ⓘ — ●●●●●●

Confirm PIN * — ●●●●●●

Upload Aadhaar XML* — Choose File offlin...0.zip

Aadhaar XML Share Code * — ●●●●

☐ I Allow my Aadhaar Offline eKYC information to be used by (n)Code Solutions to Create eKYC login 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 agreement on successful account creation and to be shared on Email.

SUMBIT EKYC DETAILS

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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)

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

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

Date : 16/5/2020 **Time** : 3:27 PM

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 : 43012513

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*   B.▮▮▮▮▮

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

GST Number   **VERIFY GST**

(3) Applicant Name*

(3) Applicant Name*

Krunal ▮▮▮▮▮▮

(4) Unique Email ID*

pa▮▮▮▮▮▮gmail.com

(5) Unique Mobile No.*

96▮▮▮▮▮

(6) Residential / Office Address *

▮▮▮▮▮

(7)Area/Landmark*

NEAR ▮▮▮▮▮

Town/City/District*

Sa▮▮▮▮

(8) State*

Gujarat ▾

PIN *

38▮▮▮

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**

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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)

j) Login using existing eKYC Account / UserID and PIN to sign DSC Application form.

License Certifying Authority

k) Application successfully submitted and CID has been generated.
- o Subscriber receives Acknowledgement message on his/her Mobile and Email
- o 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 & 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