



License Certifying Authority

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



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1. Open website as [www.ncodesolutions.com](http://www.ncodesolutions.com) Click on “BUY DSC NOW” on home page.



2. Select the below details.

Certificate Type - Only Sign & Encrypt

Certificate Class - Class 3

User Type - Organization Certificate

Certificate Validity – 2 Year

Require Token – YES (If not required select “NO”)

Kyc Type - Signatory

Product Type – Direct From (n) Code



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Buy Online DSC & Sign Documents  
Simple Steps to get your DSC

Product Selection ☒ Mobile Authentication ☐ KYC ☐ Video ☐ Payment ☐

**Certificate Type**  
☐ Only Signing ☒ Sign & Encrypt ☐ Only Encryption

**Certificate Class**  
☒ Class 3 ☐ Class 2

**User Type**  
☐ Individual ☒ Organization ☐ DGFT ☐ Document Signer

**Certificate Validity**  
☐ 1 Year ☒ 2 Year ☐ 3 Year

**Required Token**  
☒ Yes ☐ No

**Kyc Type**  
☒ Signatory ☐ Employee

**Purchase Type**  
☒ Direct From (n)Code ☐ Business Partner

**Payment Summary (₹ INR)**

Product Type	IIIB
Product Cost	1500
GST On Product	270
Product Cost (Including Tax)	1770

**Token Summary (₹ INR)**

Product Type	Token
Token Cost	466
GST On Token	84
Token Cost (Including Tax)	550

**Grand Total (DSC + Token)** 2320

Next

3. Enter Mobile number and Captcha then click on next button.

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**Login**

Mobile Number \*  
[Redacted]

Enter Captcha \*  
4cbyw 4cbyw

Next Reset

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4. Enter OTP which is received on your registered mobile number, then click on Submit.

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5. Click on “For Organization eKYC Registration” on below page.

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Simple Steps to get your DSC

GNFC

Date: 7/7/2025 Time:3:24:52 PM

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

[Help Manual for PAN based Paperless DSC Issuance Click Here](#)

[Help Manual for Aadhaar based Paperless DSC Issuance Click Here](#)

[Video Recording Help Manual For PAN Based DSC Click Here](#)

[If You Are Existing eKYC Account User, Please Click Here](#)

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Activate Windows  
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## 6. Select Government / PSU Organization and fill all the required details as mentioned below.

- Select Organization Type : Government / PSU Organization
- Enter GST Number and click on “verify GST” button. (Optional)
- Enter Organization PAN number
- Enter Organization legal name
- Enter Organization Address, Postal Code, Area/landmark, Town/City/Dist., Country, Telephone number and website URL (Optional)

The screenshot shows the 'Organization eKYC Account Registration' form. At the top, a progress bar indicates the steps: Product Selection (completed), Mobile Authentication (completed), KYC (current step), Video (pending), and Payment (pending). The form is titled 'Buy Online DSC & Sign Documents' and 'Simple Steps to get your DSC'. The date and time are shown as 7/7/2025 3:25:09 PM. The form includes a radio button to select 'Government/PSU Organization' (selected) or 'Corporate Organization'. The fields are: GSTIN (with a 'VERIFY GST Number' button), Organization Legal Name, Address, Town/City/District, State, Telephone No, Country, Organization Unit (Optional), PAN No., Area/Landmark, Postal Code, and Website URL. A sidebar on the right titled 'eKYC Registration' lists requirements: Subscriber must be an Authorized signatory/Employee; Subscriber must have PAN/Aadhaar number; Unique Email ID and Mobile Number required; Video verification is mandatory; and All uploaded documents must be in readable form.

- Enter Authorized signatory (Applicant) Information as below.
- Enter Authorized signatory (Applicant) PAN / Aadhaar number.
- Select Gender and Enter Employee ID.
- Enter E-Mail and validate using OTP.
- Create eKYC User id (8 To 16 Character) and Pin (6 Digit/Numeric Number).



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**AUTHORIZED SIGNATORY INFORMATION**

authorized signatories as per 2.4 of IVG should be submitted to CA and the originals should be verified during video verification)

Signatory PAN No./Aadhaar Number \*  [VERIFY PAN](#) Name(As per PAN) \*  Date of Birth \*

Gender \* ☒ Male ☐ Female Employee ID \*  Mobile \*

Email \*  Email OTP

[eKYC Login](#)

KYC Type \*  User Name \*  PIN \*

Confirm PIN \*

[Upload Documents](#)

Document Type \*   No file chosen

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.

Activate Windows  
Go to Settings to activate Windows.

- Applicant Photo should be in “jpg” format.
- Upload below all Documents (PDF format)
- Provide consent by clicking “I allow..” then click on “Submit eKYC details”

Document Type \*   No file chosen

Show 10 entries Search:

Sr.No	Document Name	View
1	Photo (M)	<a href="#">View</a>
2	PAN / Aadhaar card of Authorized signatory (M)	<a href="#">View</a>
3	Authorization letter (M)	<a href="#">View</a>
4	ID Proof of Authorized signatory (M)	<a href="#">View</a>

Showing 1 to 4 of 4 entries Previous 1 Next

☒ 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.



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7. Cross verify eKYC account details then tick on “I Agree..” and click on “Continue” to sign subscriber Agreement.

The screenshot shows the (n)Code Solutions registration interface. The header includes the (n)Code Solutions logo, the text "Buy Online DSC & Sign Documents" and "Simple Steps to get your DSC", and the GNFC logo. The date and time "Date: 7/7/2025 Time:3:30:09 PM" are displayed in the top right. The form contains several input fields: "Applicant Name\*", "Email\*", "Mobile\*", "Address\*", "Pin Code\*", "State\*", "Country\*" (with "IN" selected), and "Organization Name\*". Below these fields is a checkbox for agreement: ☐ 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. At the bottom are "Continue" and "Reject" buttons.





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## 8. Now video screen is displayed.

Clicking on Start Recording will start the recording of Video, the Video script displayed on screen has to be spoken while Video recording and documents to be shown in video.

1. Original PAN Card / Aadhar Card (It is necessary to show the documents that have been uploaded.)
2. Authorization letter
3. Organization ID Card of Applicant
4. Organization ID Card of Authorized Person

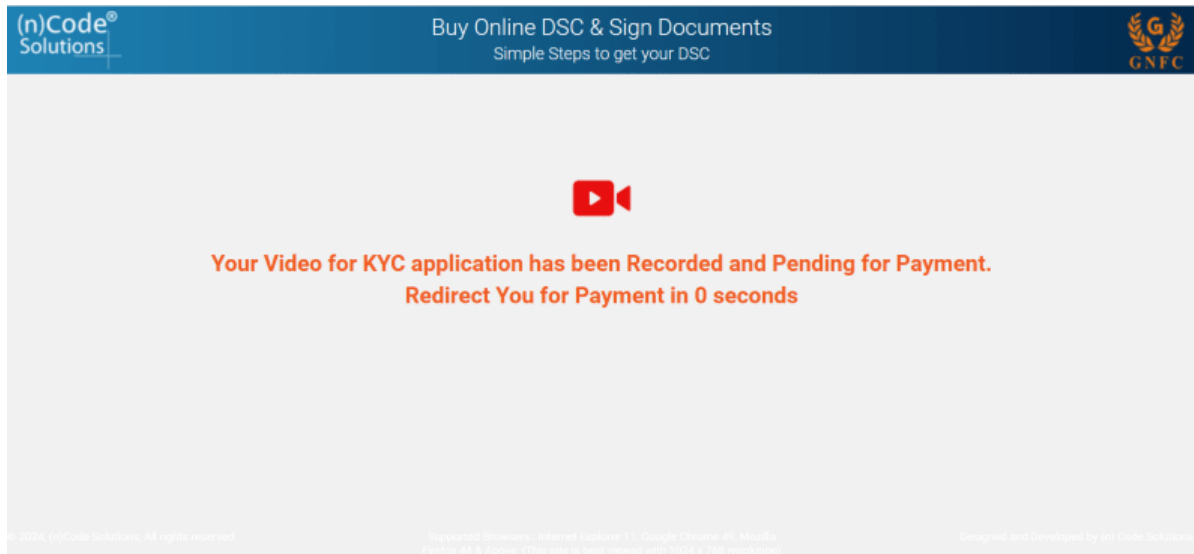
After recording the 60 second video, click on Upload Video.





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9. Wait few seconds after uploading the video.



10. Your eKYC ID has been successfully registered.



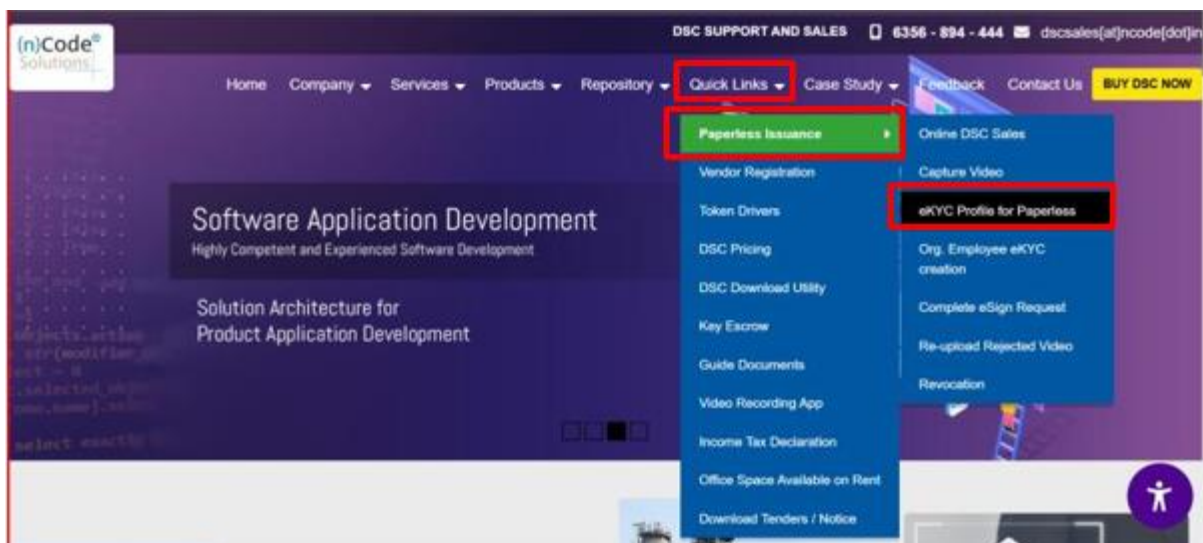


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11. Now eKYC ID will be assigned to (n)Code verification Officer for approval. Please wait, Applicant will be notified on email for Approval.

12. Open (n)Code Solutions website home page.

Click on Quick Links > Paperless Issuance > eKYC Profile for Paperless





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13. Enter your User Name, PIN, OTP and Captcha then click on submit.

A screenshot of the (n)Code Solutions eKYC Profile login interface. The page has a dark blue header with the (n)Code Solutions logo on the left and the GNFC logo on the right. The main content area is white and titled 'Login'. It contains four input fields: 'User Name \*', 'PIN \*', 'OTP \*', and 'Enter Captcha \*'. The 'PIN' field has a 'Forgot PIN?' link. The 'OTP' field has a 'Resend OTP' button and a progress bar showing '20/70'. The 'Enter Captcha' field shows the text 'xnmmk' and a refresh icon. A blue 'Submit' button is at the bottom. To the right of the form is an illustration of a person interacting with a large screen displaying a checkmark and a lock icon, with a USB drive and a coin nearby. At the bottom of the form, there is a link for 'New User Registration'.



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14. After clicking on submit below page will be appeared with your eKYC account details.

The screenshot displays the eKYC Profile page. At the top, there is a navigation bar with the (n)Code Solutions logo on the left and the GNFC logo on the right. Below the navigation bar is a menu with buttons: Home, Change PIN, Upload Document, Profile Activation, Certificate Map, Employee Approval, Employee Approval Report, Sign Agreement, Current Doc, Proceed For DSC, BUY DSC, More, and Logout. The main content area shows the eKYC Profile for a user with a masked name. The Registration Type is set to 'Organization based Registration'. Below this, there is a section titled 'eKYC Information' containing a table of user details.

eKYC Information	
Login ID	Reference No
Organization Name	Organization Panno : NA
Organization GST No : NA	Organization CIN No : NA
Organization Telephone No	Website URL : NA
Name	PAN
Gender	Date of Birth
Address	City
State	Pincode
Mobile	Email ID
eSign Count : 0	Status (Unlocked) : Active
eKyc ID Valid till Date : 30-06-2027 16:03:48	

At the bottom of the page, there is a footer with the text: '© 2024, (n)Code Solutions, All rights reserved', 'Supported Browsers : Internet Explorer 11, Google Chrome 49, Mozilla Firefox 44 & Above. (This site is best viewed with 1024 x 768 resolution)', and 'Designed and Developed by (n) Code Solutions'. There is also a watermark that says 'Activate Windows Go to Settings to activate Windows.'



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15. Click on “Proceed for DSC”, Details will be appeared on screen.  
Click on “Applicant ID number” shown in blue colour.

The screenshot shows the eKYC Profile dashboard. At the top, there is a navigation bar with the (n)Code Solutions logo on the left and the GNFC logo on the right. Below the navigation bar is a menu with buttons: Home, Change PIN, Upload document, Profile Activation, Certificate Map, Employee Approval, Employee Approval Report, Sign Agreement, Current Doc, Proceed For DSC, BUY DSC, More, and Logout. The main content area is titled "eKYC Profile" and "Welcome [redacted]". Below this, there is a "Registration Type" dropdown menu set to "Organization based Registration". The "Dashboard" section shows a table with one entry. The table has columns: Product Name, Certificate Type, and Applicant Id. The entry is: CLASS-IIIB (1-YEAR), Sign & Encrypt, and 90278999. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom of the dashboard, there is a "Previous" button, a "1" button, and a "Next" button. At the bottom of the page, there is a footer with the text: "© 2024, (n)Code Solutions. All rights reserved." and "Supported Browsers: Internet Explorer 11, Google Chrome 49, Mozilla Firefox 44 & Above. (This site is best viewed with 1280 x 768 resolution)".

Product Name	Certificate Type	Applicant Id
CLASS-IIIB (1-YEAR)	Sign & Encrypt	90278999



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16. Enter GST number at pont no.2 and Click on verify GST button.

Home Change PIN Upload Document Profile Activation Certificate Map Employee Approval Employee Approval Report Sign Agreement Current Doc Proceed For DSC BUY DSC More Logout

eKYC Profile Login  
Welcome [Redacted]

Registration Type: Organization based Registration

### 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\* [Redacted]

(2) GST Number (e.g. 11AACCC1234A1AA)  
[Redacted] [Verify GST](#)

(3) Applicant Name\*  
[Redacted]

(4) Unique Email ID\*  
[Redacted]

(5) Unique Mobile No.\*  
[Redacted]

Company Name\*  
[Redacted]

Department Name\*  
[Redacted]

(6) Residential / Office Address \*  
[Redacted]

(7)Area/Landmark\*  
[Redacted]

Town/City/District\*  
[Redacted]

(8) State\*  
[Redacted]

PIN \*  
[Redacted]

Download Passcode  
[Redacted]

Branch Code  
[Redacted]

Remarks  
[Redacted]

☒ I have read and understood and agree to all the Terms and Conditions of Sample DSC Registration Form (eSign will be done with actual filled DSC Registration Form), and Subscriber Agreement .  
I agree and allow (n)Code Solutions to eSign the DSC Registration Form on successful Registration and to be shared on Email.  
Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.  
**If Your eKYC account is created with PAN Number, than only PAN Number Based DSC Registration is allowed.**

[Submit](#)



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17. Wait for a few seconds till your eSign process gets completed.

The screenshot shows the (n)Code Solutions eKYC Profile page. The header includes the (n)Code Solutions logo, the text "eKYC Profile", and the GNFC logo. A navigation bar contains buttons for Home, Change PIN, Upload Document, Profile Activation, Certificate Map, Employee Approval, Sign Agreement, Current Doc, Proceed For DSC, BUY DSC, More, and Logout. Below the navigation bar, a welcome message is followed by a "Registration Type" dropdown menu set to "Organization based Registration". A red message box states: "Your DSC application has been saved and Pending for eSign. Redirect You for eSign your DSC Registration Application Form in 5 seconds". The footer contains copyright information, supported browsers, and a design credit.

18. Once e-sign process gets completed successfully, customer ID will be available on screen to note for records. Your DSC downloading credential will be sent on registered e-mail id and SMS on mobile.

The screenshot shows the (n)Code Solutions eKYC Profile page after successful completion. The header and navigation bar are identical to the previous screenshot. The main content area displays a green message: "Your application has been submitted successfully. Your Customer registration no is : [redacted]". Below this, there are links for "Download Registration Form" and "Auth Code Ref Code Generated Successfully". The footer remains the same.





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## **Contact US for any Support queries:**

- Application Support : dscsupport@ncode.in & dscsupport1@ncode.in  
Contact No - 079 66743 306/207

Compliance Support - dscverification@ncode.in

Contact No - 079 66743 206/207

- For Tech. Configuration : tokensupport@ncode.in & dschelp@ncode.in

(Toll free) 6356 894 444

----- Thank You -----