



License Certifying Authority

**(n)Code Solutions- A Division of GNFC Limited**  
Organization eKYC based Paperless DSC issuance for Organization Category  
**Version 1.1**

Sr. No.	Organization Category (Corporate Entity)
	Document List GST Based
1	Applicant Photo - (File type JPEG) file size less than 3 MB
2	PAN and Aadhaar card both sides of Applicant – (File type PDF)
3	Organizational Pan Card– (File type PDF)
4	Organizational ID proof of Authorized Signatory – (File type PDF)
5	Authorization Letter (sealed and signed by Authorized signatory)– (File type PDF)
6	Copy of List of Director from Memorandum / ROC form
7	Applicant - Email ID AND Contact No.

Note: All documents PDF size should be 3 MB or lesser.

Sr. No.	Organization Category (Corporate Entity)
	Document List NON GST Based
1	Applicant Photo - (File type JPEG) file size less than 3 MB
2	PAN and Aadhaar card both sides of Applicant – (File type PDF)
3	Organizational Pan Card– (File type PDF)
4	Organizational ID proof of Authorized Signatory – (File type PDF)
5	Authorization Letter (sealed and signed by Authorized signatory)– (File type PDF)
6	Copy of List of Director from Memorandum / ROC form
	Original Bank Statement with transection less then 3 months, signed by the Bank
7	Copy of Organization Incorporation Certificate
8	Applicant - Email ID AND Contact No.

**Authorization Letter :** <http://www.ncodesolutions.com/PDF/Authorization-latter.pdf>



## DSC Registration Process for Organization Category

### • Creation of e-KYC Account:

1. Please access registration link from Email address or go to online DSC Sales from website
2. Select "Yes" to proceed further.
3. Select "Yes" if you are existing (n)Code e-KYC user else "No" to create new (n)Code e-KYC account.
4. Fill all your KYC details in e-KYC Account Registration page.

- A. Select Organization Type : Corporate Organization.
- B. Enter Organization PAN and click on verify PAN.
- C. Enter Organization GSTIN number and click on verify GST number.
- D. Enter Organization GSTIN name as per GST certificate.
- E. Select Company type enter Organization Address, Postal Code, Area/landmark, Town/City/Dist., Country, Certificate type, Telephonenumber and website URL(Optional) & CIN(Optional).
- F. Perform PAN Verification, select Applicant name as per PAN. **OR** Enter Aadhaar number , select Applicant name as per Aadhaar.
- G. Select Gender, Date of Birth, Employee ID.
- H. Select KYC type (Pan, Mobile, User id (8 To 16 Character))
- I. Enter Pin and confirm Pin.
- J. Fill Subscribers details and validate unique Mobile Number and E-Mail provided using OTP.
- K. Upload e-KYC documents as :

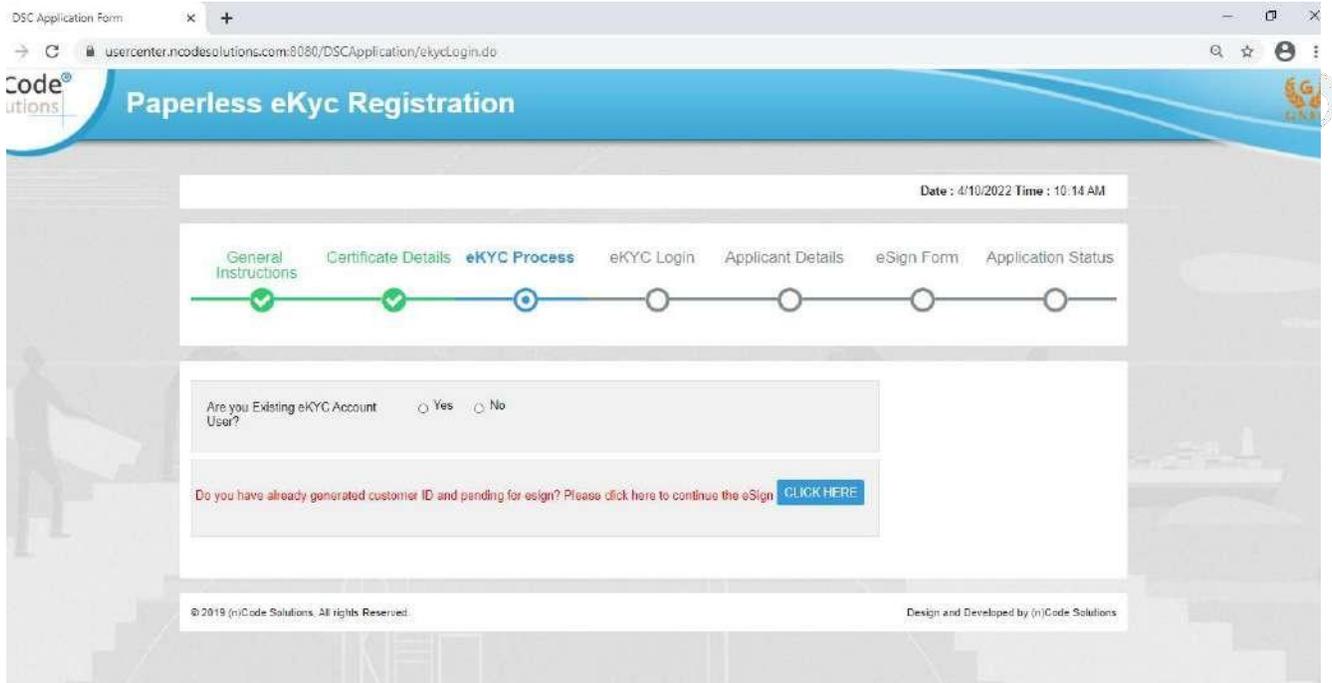
- ✓ Photo (Applicant Photo should be in "jpg/png" format)
- ✓ PAN card (PAN card copy should be in "pdf" format)
- ✓ Organizational Pan Card
- ✓ Organizational ID proof of Authorized Signatory
- ✓ Authorization Letter
- ✓ Copy of List of Director from Memorandum / ROC form

- L. Provide consent and perform "Submit e-KYC details.

5. Cross verify your e-KYC account details to "Continue" further to sign subscriber's Agreement.
6. Registration form along with applicant's photo will generated automatically, Click "Submit".
7. System will redirect you to the e-Sign page to enable digitally signed application form.  
(\*Please don't close this page system will redirect automatically)
8. Login using existing e-KYC Account / User ID and PIN (generated at stage F) to sign DSC Application form.
9. Application successfully submitted and CID will be 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

(\*Subscriber will be received digitally signed "Application form" on provided E-Mail ID)

1. Select “Yes” if you are existing e-KYC user else “No” to create new e-KYC account.



DSC Application Form

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

### Paperless eKYC Registration

Date : 4/10/2022 Time : 10:14 AM

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

Are you Existing eKYC Account User?  Yes  No

Do you have already generated customer ID and pending for eSign? Please click here to continue the eSign [CLICK HERE](#)

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2. Click to “Organization e-KYC Registration.”



DSC Application Form

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

### Paperless eKyc Registration

Date : 4/10/2022 Time : 10:15 AM

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

For Organization eKYC Registration, Please Click Here

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3. Please read left side instructions “e-KYC Registration” before proceeding further.

Paperless eKYC Registration
Date : 9/12/2022 Time : 12:09 PM

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

#### 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(V). 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.
- All the uploaded original documents need to be shown in readable form during video recording based on CCA IVG 1.9 (The scanned copy of the documents for existence of organization & authorization to authorized signatories as per 2.4 of IVG should be submitted to CA and the originals should be verified during video verification)

#### eKYC Account Registration

Organization Type \*  Government/PSU Organization  Corporate Organization

GSTIN

[VERIFY GST NUMBER](#)

Company Type \*

Address \*

Area/Landmark \*

Town/City/District \*

Telephone No \*

CIN

**AUTHORIZED SIGNATORY INFORMATION**

Signatory PAN No./Aadhaar Number

[VERIFY PAN](#)

PAN No. \*

[VERIFY PAN](#)

Organization Legal Name \*

Postal Code \*

State \*

Country \*

Website URL

Certificate Type \*  DGFT  Non DGFT

Organization Unit (Optional)

Name(As per PAN) \*

Gender \*  Male  Female

Date of Birth \*

Employee ID \*

**eKYC Login**

KYC Type \*

User Name \*

PIN \*

Confirm PIN \*

**Upload Documents**

Document Type \*

Sr.No	Document Name	View

I Allow my PAN /Aadhaar information to be used by nCode 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 nCode Solutions to eSign the Subscriber Agreement on successful account creation and to be shared on Email.  
 In case of OTPs sent on Email and Mobile not received by yourself, Pls left OTPs column BLANK and Proceed.  
 Email and Mobile Verification OTPs will be Resend and Verified at Later stage.

[SUBMIT eKYC DETAILS](#)

Select Organization Type : Corporate Organization.

- Enter Organization PAN and click on verify PAN.
- Enter Organization GSTIN number and click on verify GST number.
- Enter Organization GSTIN name as per GST certificate.
- Select Company type enter Organization Address, Postal Code, Area/landmark, Town/City/Dist.,Country, Certificate type, Telephonenumber and website URL(Optional) & CIN(Optional).
- 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" format.
- Create e-KYC User id (8 To 16 Character) and Pin (6 Digit/Numeric password).
- Upload Documents (PDF format)
- Provide consent and perform "Submit e-KYC details"

4. Fill Subscribers details and validate.

nOfflineKyc/OrganizationRegistration

Paperless eKYC Registration Date : 10/12/2022 Time : 10:22 AM

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

**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)/ Address 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 (V). 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.
- All the uploaded original documents need to be shown in readable form during video recording based on CCA IVG 1.9 (The scanned copy of the documents for existence of organization & authorization to authorized signatories as per 2.4 of IVG should be submitted to CA and the originals should be verified during video verification)

**eKYC Account Registration**

Organization Type  Government/PSU Organization  Corporate Organization

GSTIN  [VERIFY GST NUMBER](#)

Company Type

Address

Area/Landmark

Town/City/District

Telephone No

CIN

PAN No.  [CHANGE PAN](#)

Organization Legal Name

Postal Code

State

Country

Website URL

Certificate Type  DGFT  Non DGFT

Organization Unit (Optional)

**AUTHORIZED SIGNATORY INFORMATION**

Signatory PAN No./Aadhaar Number  [CHANGE PAN](#)

Mobile  [GET OTP](#)

Mobile OTP  [GET OTP](#)

Name(As per PAN)

Email  [GET OTP](#)

Email OTP  [GET OTP](#)

Gender  Male  Female

Date of Birth

Employee ID

User Name

Pin

Confirm PIN

**Upload Documents**

Document Type

Show 10 entries

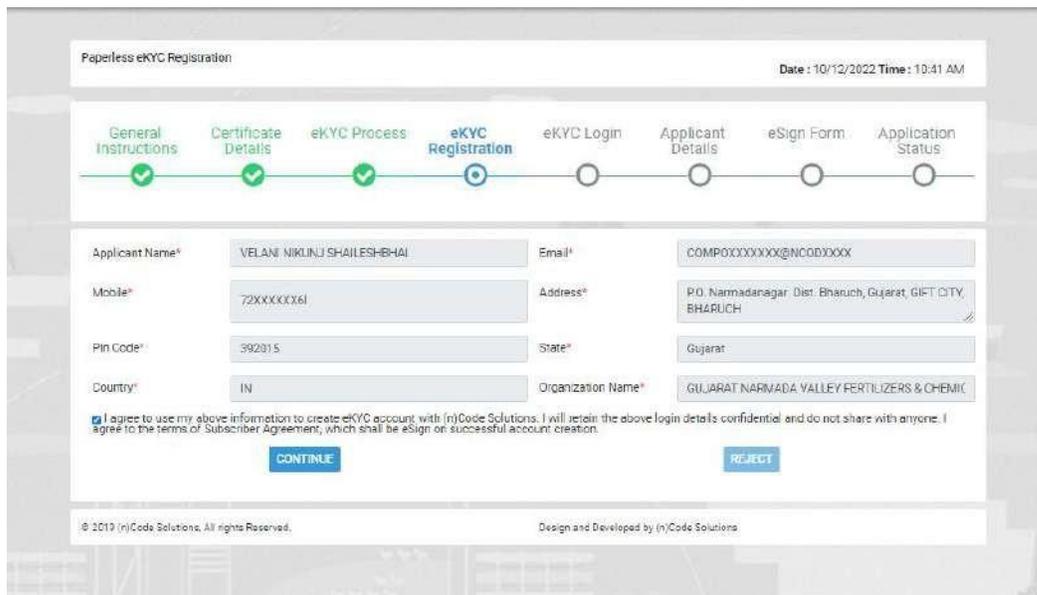
Sr.No	Document Name	View
1	Photo (M)	<a href="#">View</a>
2	PAN / Aadhaar card of Authorized signatory (M)	<a href="#">View</a>
3	Copy of List of Directors (M)	<a href="#">View</a>
4	Authorization letter (M)	<a href="#">View</a>
5	ID Proof of Authorized signatory (M)	<a href="#">View</a>

Showing 1 to 5 of 5 entries Previous  Next

I allow my PAN /Aadhaar information to be used by (n)Code Solutions to Create eKYC Account for the purpose of Paperless DGC 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.  
In case of OTPs sent on Email and Mobile not received by yourself, Ple left OTPs column BLANK and Proceed.  
Email and Mobile Verification OTPs will be Resend and Verified at Later stage.

[SUBMIT KYC DETAILS](#)

5. Cross verify your e-KYC account details to “Continue” further to sign subscriber’s Agreement.  
(Subscriber will be received digitally signed “Subscriber’s Agreement” on Email)



The screenshot shows a web form titled "Paperless eKYC Registration" with a date and time of 10/12/2022 10:41 AM. 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 form fields are as follows:

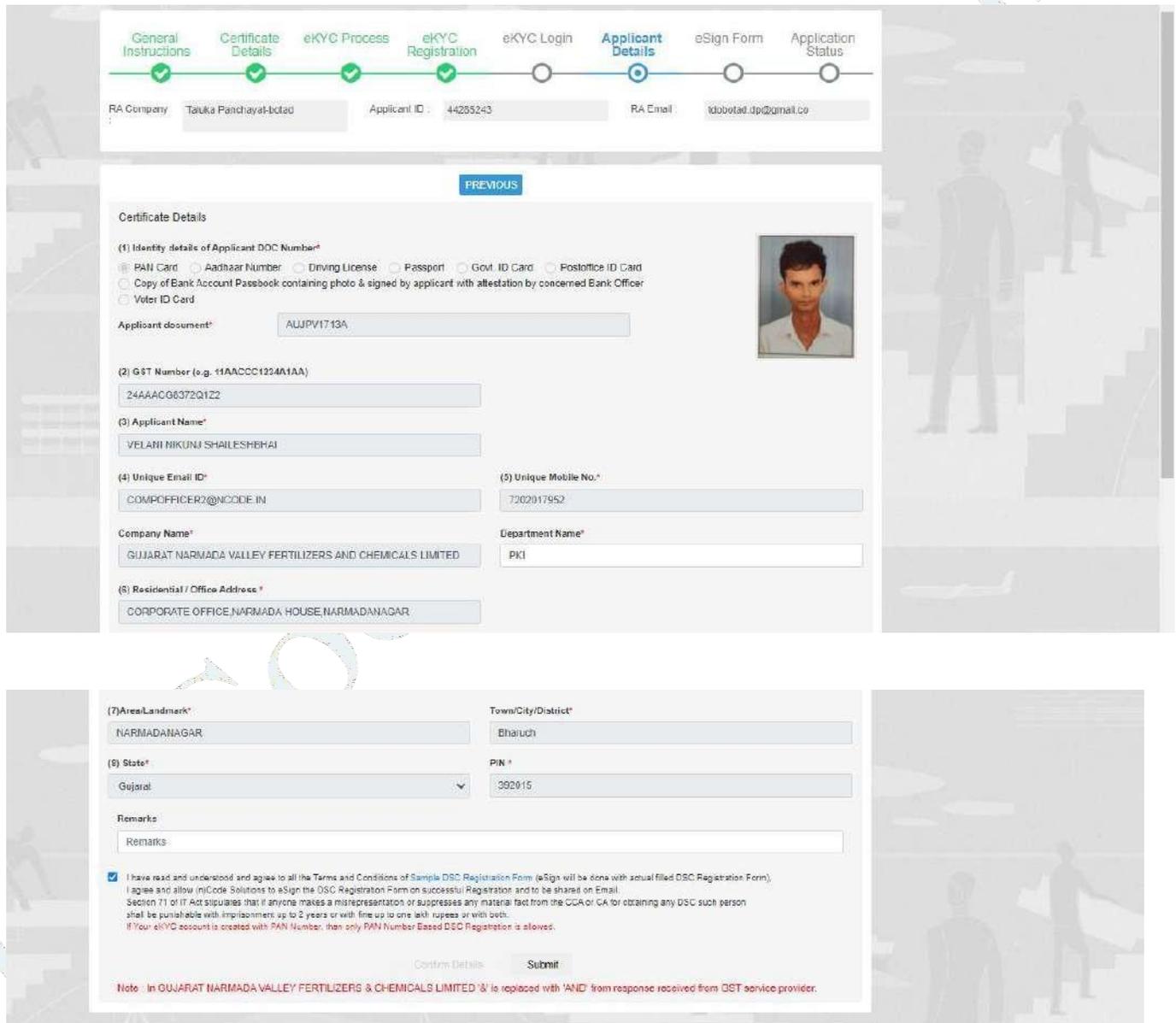
Applicant Name*	VELANI NIKUNJ SHAILESH-BAI	Email*	COMPOXXXXXXXX@NCCODXXXX
Mobile*	72XXXXXX61	Address*	P.O. Narmadanagar, Dist: Bhanuch, Gujarat, GIFT CITY, BHARUCH
Pin Code*	392015	State*	Gujarat
Country*	IN	Organization Name*	GUJARAT NARMADA VALLEY FERTILIZERS & CHEMICALS

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.

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

(Enter department name manually)



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

RA Company: Taluka Panchayat-Isolad Applicant ID: 44285243 RA Email: idobotad.jp@gmail.co

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\*: ALJPV1713A

(2) GST Number (e.g. 11AAGCC1234A1AA)  
24AAAGG6372Q1Z2

(3) Applicant Name\*  
VELANI NIKUNJ SHALESHEBHAI

(4) Unique Email ID\*  
COMPOFFICER2@NCODE.IN

(5) Unique Mobile No.\*  
7902017952

Company Name\*  
GUJARAT NARMADA VALLEY FERTILIZERS AND CHEMICALS LIMITED

Department Name\*  
PKI

(6) Residential / Office Address\*  
CORPORATE OFFICE,NARMADA HOUSE,NARMADANAGAR

(7)Area/Landmark\*  
NARMADANAGAR

Town/City/District\*  
Bharuch

(8) State\*  
Gujarat

PIN\*  
392015

Remarks  
Remarks

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). 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, then only PAN Number Based DSC Registration is allowed.

Confirm Details Submit

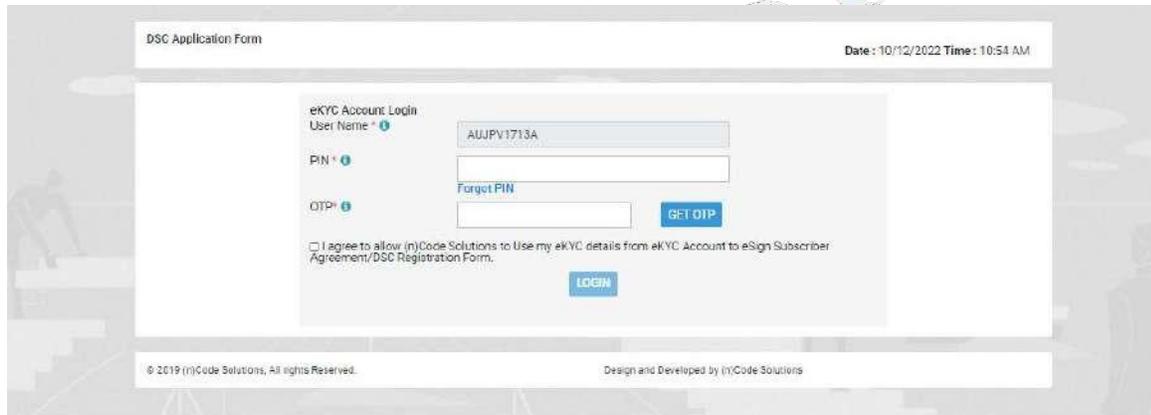
Note : In GUJARAT NARMADA VALLEY FERTILIZERS & CHEMICALS LIMITED 'A' is replaced with 'AND' from response received from DST service provider.

7. System will redirect you to the e-Sign page to enable digitally signed application form.  
(Please don't close page system will redirect automatically)



The screenshot shows a progress bar with eight steps: General Instructions, Certificate Details, eKYC Process, eKYC Registration, eKYC Login, Applicant Details, eSign Form, and Application Status. The first four steps are marked with green checkmarks, and the fifth step is marked with a blue circle. Below the progress bar, there are input fields for RA Company (Taluka Panchayat-una), Applicant ID (44241763), and RA Email (tco-una@gujarat.gov.in). A message states: "Your DSC application has been saved and Pending for eSign. Redirect You for eSign your DSC Registration Application Form in 6 seconds".

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



The screenshot shows the "DSC Application Form" login page. It includes a date and time stamp: "Date: 10/12/2022 Time: 10:54 AM". The form has three input fields: "User Name" (AUJPV1713A), "PIN", and "OTP". There is a "GET OTP" button next to the OTP field and a "FORGET PIN" link below the PIN field. A checkbox at the bottom reads: "I agree to allow (n)Code Solutions to use my eKYC details from eKYC Account to eSign Subscriber Agreement/DSC Registration Form." Below the checkbox is a "LOGIN" button.



9. Application will successfully submit and CID will be 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  
(Subscriber will be received digitally signed “Application form” on subscribers’ provided E-Mail ID)



- **Process of Government users having e-KYC Account:**

1. Login using existing e-KYC Account (User id) and PIN.
2. System will redirect to the e-Sign page to enable pre-filled details in DSC Application
3. Subscriber/User has to login again using existing e-KYC Account / User ID and PIN along with mobile OTP to sign DSC Application form.  
Subscriber receives Acknowledgement message on his/her registered Mobile number and E-Mail.
4. Application will be successfully submitted and Customer ID (CID) will be generated. Video link sent to user.  
Capture Video option available at this page.  
Subscriber will also receive video uploading link to record live video of minimum 22 seconds.  
After uploading video it would be forwarded to the Verification Officer for Verification of provided details
5. 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.

- Ahmedabad Office : aayushi.pandit@ncode.in / alkesh@ncode.in

Aayushi Pandit : 079 40007376 / 317

Alkesh Bhatt : 079 40007408

- Gandhinagar Office (Gift City) : ramesh.wagh@ncode.in / kinjal.patel@ncode.in / dorab.bhatporia@ncode.in

Ramesh Wagh : 079 66743329

Kinjal Patel : 079 66743289

Dorab Bhatporiya : 079 6674334

- For Application Support : dscsupport@ncode.in & dscsupport1@ncode.in

079 66743 306/207

- For Rejection/Approval Support : verificationofficer@ncode.in

079 66743 203/317

- For Compliance related : dscverification@ncode.in

079 66743 206

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

(Toll free) 6356 894 444