



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

Government Category

Version 1.1





Sr.	Organization Type - Government		
No.	Document List		
1	Applicant Photo - (File type JPEG)		
2	PAN and Aadhaar card both sides of Applicant – (File type PDF)		
3	Organizational ID proof of Applicant – (File type PDF)		
4	Organizational ID proof of Authorized Signatory (Higher authority) – (File type PDF)		
5	Authorization Letter (sealed and signed by Authorized signatory (Higher authority) – (File type PDF)		
6	Applicant - Email ID		
7	Applicant - Contact No.		
8	GST number if you have of your department		

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

Sr. No.	Details	Details
1	Department Name	
2	Address	
3	City	
4	Pin Code	
5	Pan Card No.	
6	Aadhar Card No.	
7	GST No.	

Authorization Letter draft: http://www.ncodesolutions.com/PDF/Authorization-latter.pdf





DSC Registration Process for Government 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 eKYC user else "No" to create new (n)Code eKYC account.
- 4. Fill all your KYC details in eKYC Account Registration page.
- A. Select Organization Type: Government / PSU Organization
- B. Enter Organization legal name
- C. Enter Organization Address, Postal Code, Area/landmark, Town/City/Dist, Country, Telephone number, website URL and Organization unit (Optional)
- D. Perform PAN Verification, select Applicant name as per PAN. **OR** Enter Aadhar number, select Applicant name as per Aadhar.
- E. Select Gender, Date of Birth, Employee ID.
- F. Select KYC type (Pan, Mobile, User id (8 To 16 Character))
- G. Enter Pin and confirm Pin.
- H. Fill Subscribers details and validate unique Mobile Number and E-Mail provided using OTP.
- I. Upload eKYC documents as:
 - ✓ Photo (Applicant Photo should be in "jpg/png" format)
 - ✓ PAN card (PAN card copy should be in "pdf" format)
 - ✓ Address Proof (Organization Address)
 - ✓ Authority letter
 - ✓ Id card of authorized signatory
- J. Provide consent and perform "Submit eKYC details.
 - 5. Cross verify your eKYC 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 eSign page to enable digitally signed application form.
 - (*Please don't close this page, system will redirect automatically)
 - 8. Login using existing eKYC 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

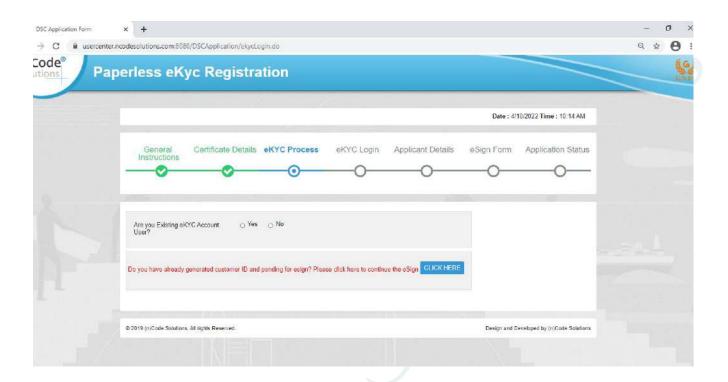




• Subscriber will also receive video uploading link to record live video of minimum 22 seconds

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

1. Select "Yes" if you are existing eKYC user else "No" to create new eKYC account.



2. Click to "Organization eKYC Registration.



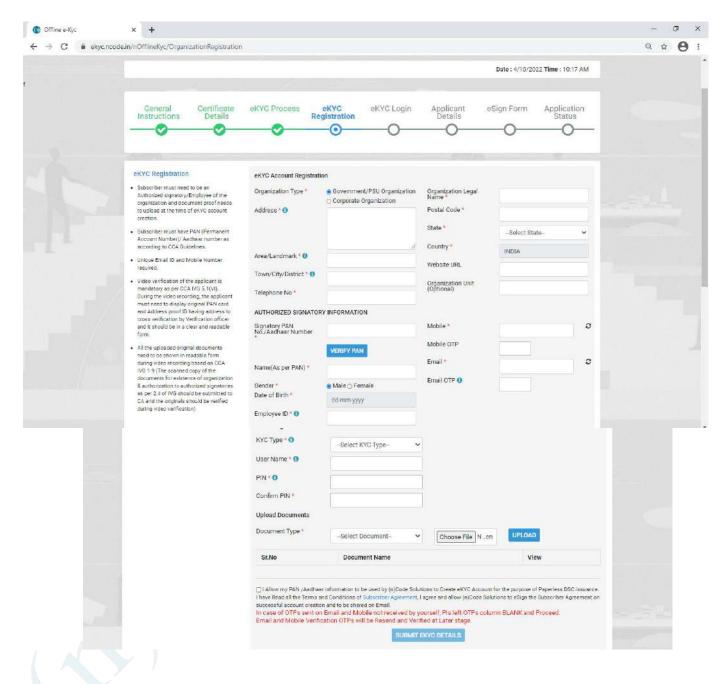








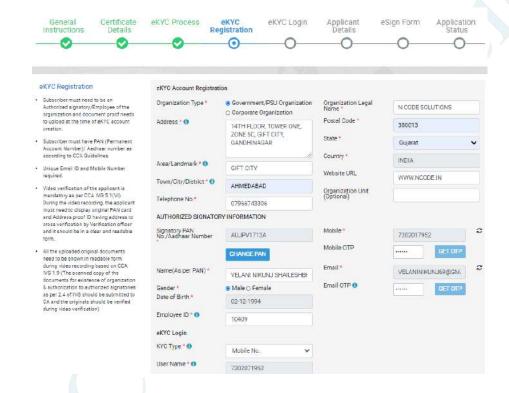
- Please read left side instructions "eKYC Registration" before proceeding further.
- Fill Subscribers details and validate.





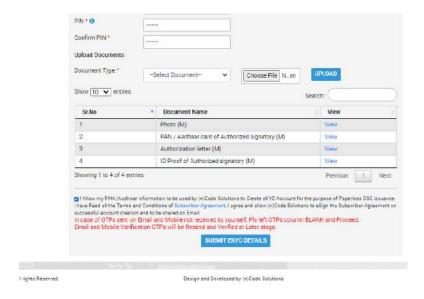


- Select Organization Type : Government / PSU Organization
- Enter Organization legal name
- Enter Organization Address, Postal Code, Area/landmark, Town/City/Dist., Country, Telephonenumber and website URL(Optional)
- Enter Authorized signatory's Information.
- o Enter Authorized signatory's PAN / Aadhaar number.
- o Enter Mobile Number and E-Mail and validate using OTP.
- Applicant Photo should be in "jpg" format.
- Create eKYC Userid (8 To 16 Character) and Pin (6 Digit/Numeric password).
- Upload Documents (PDF format)
- Provide consent and perform "Submit eKYC details"





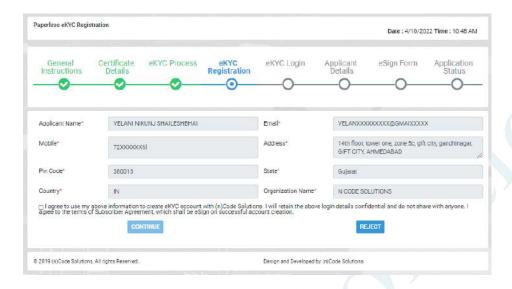








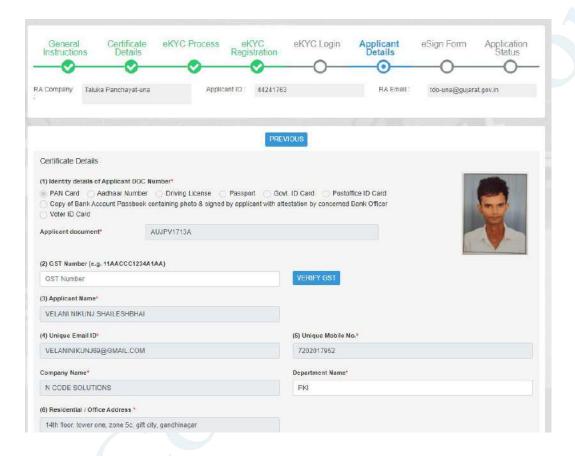
5. Cross verify your eKYC account details to "Continue" further to sign subscriber's Agreement. (* Subscriber will be received digitally signed "Subscriber's Agreement" on subscriber's Email)





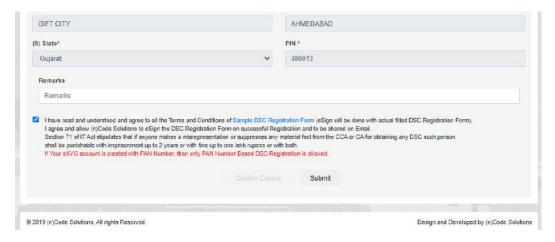


6. Registration form along with applicant's photo will filled automatically, Click "Submit".





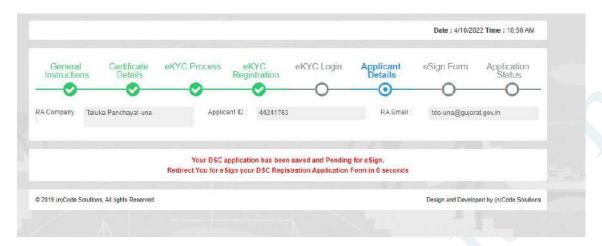




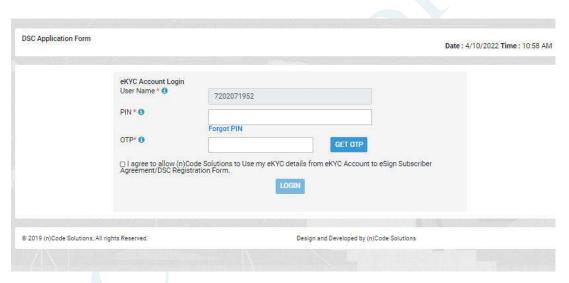




7. System will redirect you to the eSign page to enable digitally signed application form. (*Please don't close page system will redirect automatically)



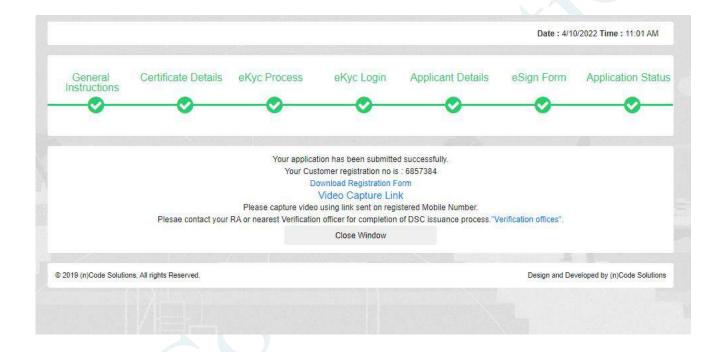
Login using existing eKYC Account / User ID and PIN to sign DSC Application form.







- 9. Application will successfully submit and CID will be 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
 - (*Subscriber will be received digitally signed "Application form" on subscribers' provided E-Mail ID







Process of Government users having eKYC Account:

- 1. Login using existing eKYC Account (Userid) and PIN.
- 2. System will redirect to the eSign page to enable pre-filled details in DSC Application
- 3. Subscriber/User has to login again using existing eKYC 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

: 079 40007376 / 317 Aayushi Pandit

Alkesh Bhatt : 079 40007408

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

dorab.bhatporia@ncode.in

Ramesh Wagh : 079 66743329

: 079 66743289 Kinjal Patel

Dorab Bhatporiya : 079 6674334

Application Support dscsupport@ncode.in & dscsupport1@ncode.in

079 66743 306/207

Rejection/Approval Support: verificationofficer@ncode.in

079 66743 203/317

Compliance Support dscverification@ncode.in

079 66743 206/207

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

(Toll free) 6356 894 444