



License Certifying Authority

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



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Sr. No.	Organization Type - Government
	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>



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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



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- 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.



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The screenshot shows a web browser window with the address bar displaying "usercenter.ncodesolutions.com:8080/DSCApplication/ekycLogin.do". The page title is "Paperless eKYC Registration". A navigation menu includes "General Instructions", "Certificate Details", "eKYC Process", "eKYC Login", "Applicant Details", "eSign Form", and "Application Status". A progress bar below the menu shows the first two steps completed with green checkmarks, and the third step, "eKYC Process", is the current active step, indicated by a blue circle. Below the progress bar, there is a button labeled "For Organization eKYC Registration, Please Click Here". The footer contains the text "© 2019 (n)Code Solutions, All rights Reserved." and "Design and Developed by (n)Code Solutions".



3. Please read left side instructions “eKYC Registration” before proceeding further.
4. Fill Subscribers details and validate.

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(VI). 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

Organization Legal Name *

Address *

Postal Code *

Area/Landmark *

State *

Town/City/District *

Country *

Telephone No *

Website URL

Organization Unit (Optional)

AUTHORIZED SIGNATORY INFORMATION

Signatory PAN No./Aadhaar Number *

Mobile *

Name(As per PAN) *

Mobile OTP

Gender * Male Female

Email *

Date of Birth *

Email OTP

Employee ID *

KYC Type *

User Name *

PIN *

Confirm PIN *

Upload Documents

Document Type *

Sr.No	Document Name	View
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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.

In case of OTP's sent on Email and Mobile not received by yourself, Pls left OTP's column BLANK and Proceed. Email and Mobile Verification OTPs will be Resend and Verified at Later stage.



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- 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.
- 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 eKYC Userid (8 To 16 Character) and Pin (6 Digit/Numeric password).
- Upload Documents (PDF format)
- Provide consent and perform "Submit eKYC details"



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 (VGS 1)(VI). 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 (VGS 1.9) (The scanned copy of the documents for existence of organization & authorization to authorized signatories as per 2.4 of VGS should be submitted to CA and the originals should be verified during video verification)

eKYC Account Registration

Organization Type *	<input checked="" type="radio"/> Government/PSU Organization <input type="radio"/> Corporate Organization	Organization Legal Name	N CODE SOLUTIONS
Address *	14TH FLOOR, TOWER ONE, ZONE 5C, GIFT CITY, GANDHINAGAR	Postal Code *	380013
Area/Landmark *	GIFT CITY	State *	Gujarat
Town/City/District *	AHMEDABAD	Country *	INDIA
Telephone No *	07966743306	Website URL	WWW.NCODE.IN
AUTHORIZED SIGNATORY INFORMATION			
Signatory PAN No./Aadhaar Number	ALJJPV1713A CHANGE PAN	Mobile *	7202017952
Name(As per PAN) *	VELANI NIKUNJ SHAILESHBR	Mobile OTP GET OTP
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email *	VELANINIKUNJ69@GM.
Date of Birth *	02-12-1994	Email OTP GET OTP
Employee ID *	10409		
eKYC Login			
KYC Type *	Mobile No.		
User Name *	7202017952		



PIN *

Confirm PIN *

Upload Documents

Document Type *

Show entries

Sl.No	Document Name	View
1	Photo (M)	View
2	PAN / Aachaar card of Authorized signatory (M)	View
3	Authorization letter (M)	View
4	ID Proof of Authorized signatory (M)	View

Showing 1 to 4 of 4 entries

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.
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.



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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)

Paperless eKYC Registration Date : 4/10/2022 Time : 10:48 AM

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

Applicant Name* YELANI NIKUNJ SHAILESHEHAI Email* YELANXXXXXXXXX@GMAILXXXXX

Mobile* 72XXXXXX61 Address* 14th floor, tower one, zone 5c, gift city, gandhinagar, GIFT CITY, AHMEDABAD

Pin Code* 380013 State* Gujarat

Country* IN Organization Name* N CODE SOLUTIONS

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.

CONTINUE **REJECT**

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

The screenshot displays a registration process flow with the following steps: General Instructions, Certificate Details, eKYC Process, eKYC Registration, eKYC Login, Applicant Details (highlighted in blue), eSign Form, and Application Status. Below the flow, the RA Company is 'Taluka Panchayat-una' and the Applicant ID is '44241763'. The RA Email is 'tdo-una@gujarat.gov.in'. A 'PREVIOUS' button is visible above the 'Certificate Details' section.

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* AUJJPY1713A

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

GST Number **VERIFY GST**

(3) Applicant Name*
VELANI NIKUNJ SHAILESHBHAI

(4) Unique Email ID* (5) Unique Mobile No.*
VELANINIKUNJ89@GMAIL.COM 7202017952

Company Name* Department Name*
N CODE SOLUTIONS FKI

(6) Residential / Office Address *
14th floor, tower one, zone 5c, gift city, ganchinager



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GIFT CITY	AHMEDABAD
(8) State* Gujarat	PIN* 380013
Remarks Remarks	
<input checked="" type="checkbox"/> 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.	
<input type="button" value="Confirm Details"/> <input type="button" value="Submit"/>	

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

Date : 4/10/2022 Time : 10:50 AM

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

RA Company : Taluka Panchayat-una Applicant ID : 44241763 RA Email : tdc-una@gujarat.gov.in

Your DSC application has been saved and Pending for eSign.
Redirect You for eSign your DSC Registration Application Form in 6 seconds

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

DSC Application Form Date : 4/10/2022 Time : 10:58 AM

eKYC Account Login

User Name * 7202071952

PIN *

Forgot PIN

OTP * GET OTP

I agree to allow (n)Code Solutions to Use my eKYC details from eKYC Account to eSign Subscriber Agreement/DSC Registration Form.

LOGIN

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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)

Date : 4/10/2022 Time : 11:01 AM

General Instructions Certificate Details eKyc Process eKyc Login Applicant Details eSign Form Application Status

Your application has been submitted successfully.
Your Customer registration no is : 6857384
[Download Registration Form](#)
[Video Capture Link](#)
Please capture video using link sent on registered Mobile Number.
Plesae contact your RA or nearest Verification officer for completion of DSC issuance process. "Verification offices".
[Close Window](#)

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• 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

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

- 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