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



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1. Open website as 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 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
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3. Enter Mobile number and Captcha then click on next button.

(n)Code Solutions Buy Online DSC & Sign Documents Simple Steps to get your DSC GNFC

Login

Mobile Number *

Enter Captcha *
 4cbyw

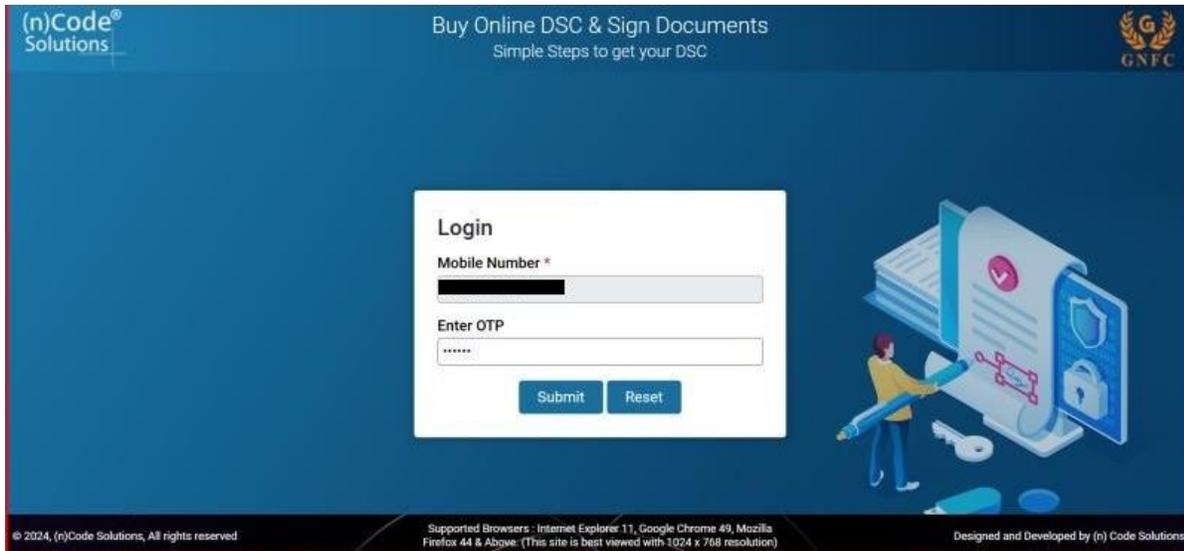
Supported Browsers : Internet Explorer 11, Google Chrome 49, Mozilla Firefox 44 & Above: (This site is best viewed with 1024 x 768 resolution)

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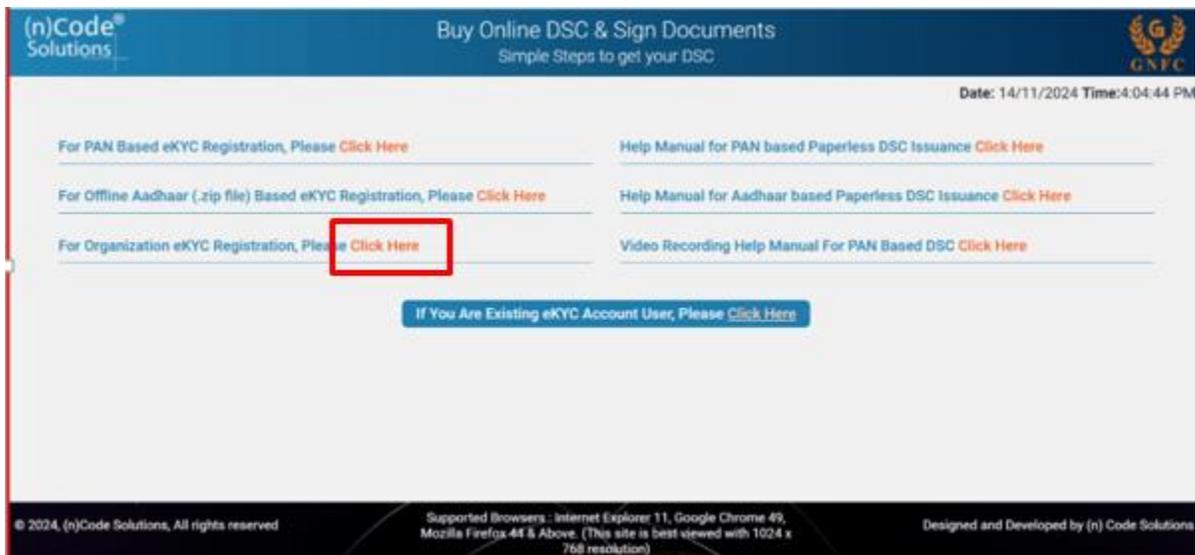


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4. Enter OTP which is received on your registered mobile number, then click on Submit.



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





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6. Select Corporate Organization and fill all the required details as mentioned below.

- Select Organization Type : Corporate Organization
- Enter GST Number and click on “verify GST” button.
- Select Company Type as “Government Organization”
- 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 eKYC Account Registration form. The 'Organization Type' section has 'Corporate Organization' selected and highlighted with a red box. Other fields include GSTIN, PAN No., Organization Legal Name, Company Type, Address, Area/Landmark, Town/City/District, Telephone No., CIN, Postal Code, State, Country, Website URL, and Certificate Type. A 'VERIFY GST Number' button is next to the GSTIN field. A sidebar on the right contains 'eKYC Registration' instructions.

- 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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The eKYC Login form includes fields for Gender (Male/Female), Employee ID, Mobile, Email, and Email OTP (with a 'Get OTP' button). Below these are fields for KYC Type (set to PAN), User Name, PIN, and Confirm PIN. A 'CHANGE PAN' button is located at the top left. A text box on the right states: '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)'. An 'eKYC Login' section is also present.

- 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”

The document upload section features a 'Document Type' dropdown, a 'Choose File' button (showing 'No file chosen'), and an 'Upload' button. Below is a table with 4 entries:

Sr.No	Document Name	View
1	Photo (M)	View
2	PAN / Aadhaar 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. Below the table is a consent checkbox (highlighted with a red box) and a 'Submit eKYC Details' button.

I allow my PAN /Aadhaar information to be used by (n)Code Solutions to Create eKYC Account for the purpose of Paperless DISC 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 a web browser window with the URL `ekyc.ncode.in/nOfflinekyc/viewkycDetails`. The page header includes the (n)Code Solutions logo and the text "Buy Online DSC & Sign Documents" and "Simple Steps to get your DSC". The GNFC logo is also present in the top right corner. The date and time are displayed as "Date: 14/11/2024 Time:4:17:41 PM".

The form contains the following fields:

- Applicant Name*
- Email*
- Mobile*
- Address*
- Pin Code*
- State*
- Country*
- Organization Name*

Below the form, there is a checkbox labeled "I agree" and a text box containing the following text: "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." The checkbox is checked. Below this text are two buttons: "Continue" and "Reject".

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. Designed and Developed by (n) Code Solutions."

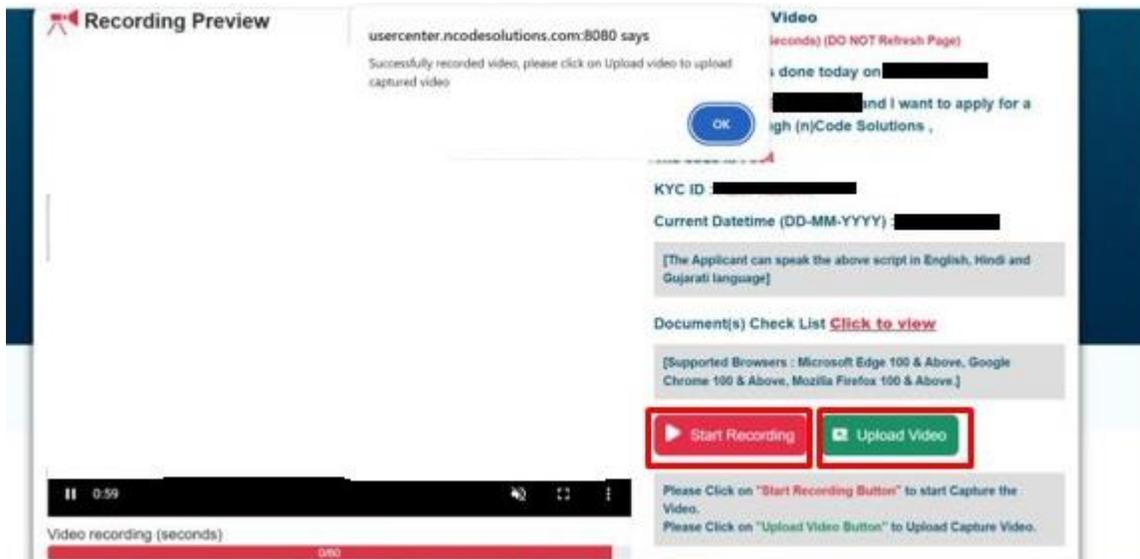


8. Now video screen is displayed.

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

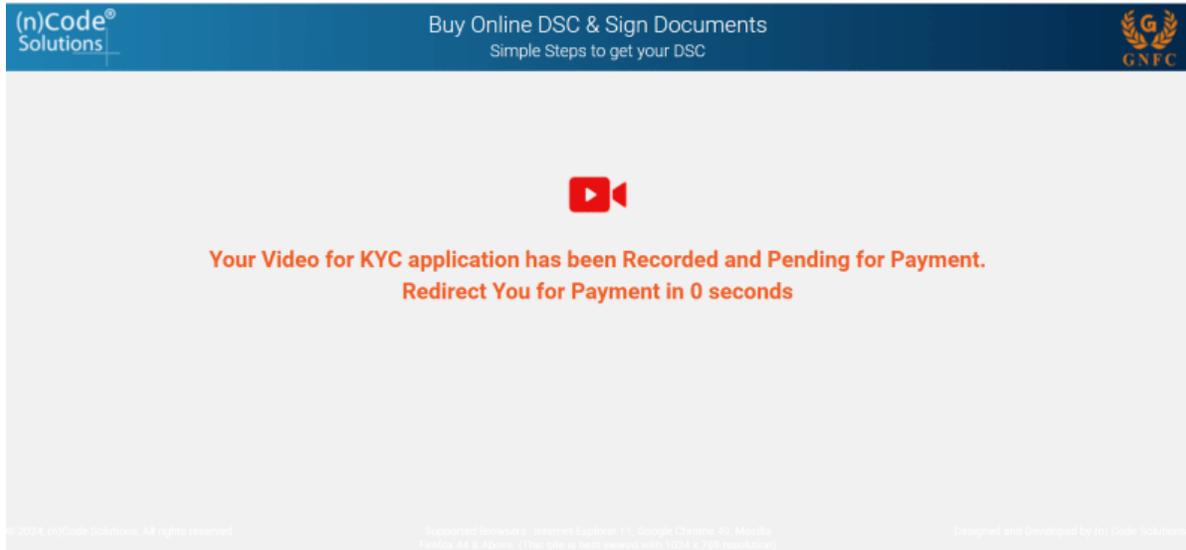
After recording the 60 second video, click on Upload Video.





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9. Wait few seconds after uploading the video.



Note: Select the payment method as per your conveniences then make the payment.

10. Your eKYC ID has been successfully registered.



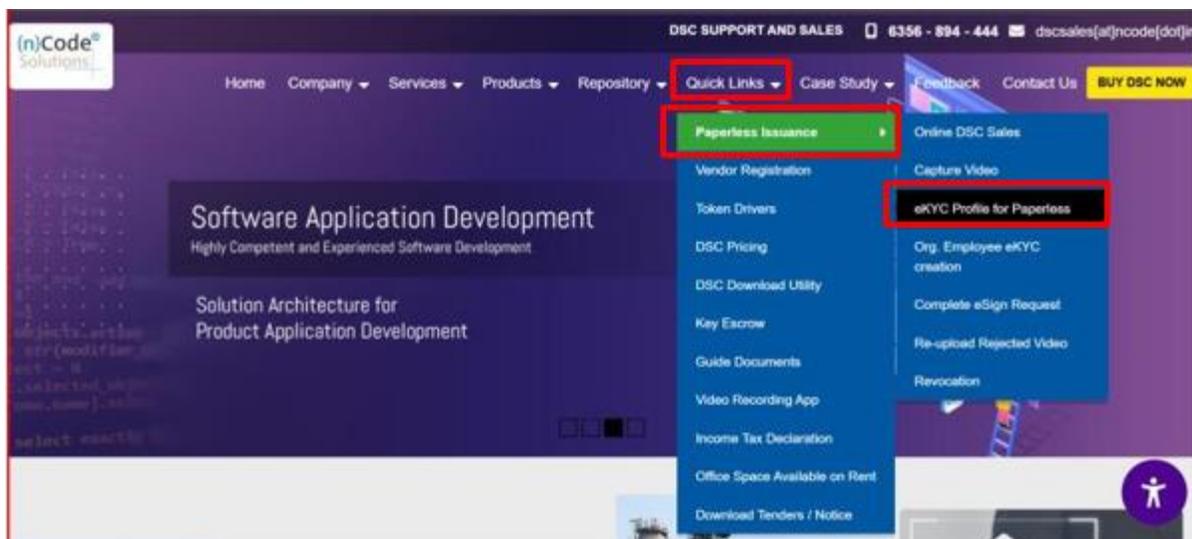


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11. Now eKYC ID will be assigned to (n)Code verification Officer for approval. Please wait, Applicant will be notified on email for Approval.

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 'eKYC Profile' login page. 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 contains a 'Login' form. The form fields are: 'User Name *' (with a blacked-out input), 'PIN *' (with asterisks and a 'Forgot PIN?' link), 'OTP*' (with asterisks and an 'OTP Request' button), 'Resend OTP' (with a '20/70' counter), and 'Enter Captcha *' (with the input 'xnmmk' and a captcha image showing 'xnmmk'). A blue 'Submit' button is at the bottom of the form. Below the form is a link for 'New User Registration'. To the right of the form is a 3D illustration of a person interacting with a large screen displaying a document and a lock icon, with a USB drive and a key nearby.



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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 for Home, Change PIN, Upload Document, Profile Activation, Certificate Map, Employee Approval, Sign Agreement, Current Doc, Proceed For DSC, BUY DSC, More, and Logout. The main content area shows a welcome message, a registration type dropdown set to 'Organization based Registration', and a section titled 'eKYC Information' containing a table of user and organization details.

eKYC Information			
Login ID	: [REDACTED]	Reference No	: [REDACTED]
Organization Name	: [REDACTED]	Organization Panno	: [REDACTED]
Organization GST No	: [REDACTED]	Organization CIN No	: NA
Organization Telephone No	: [REDACTED]	Website URL	: NA
Name	: [REDACTED]	PAN	: [REDACTED]
Gender	: [REDACTED]	Date of Birth	: [REDACTED]

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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 (n)Code Solutions 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 for Home, Change PIN, Upload Document, Profile Activation, Certificate Map, Employee Approval, Sign Agreement, Current Doc, Proceed For DSC, BUY DSC, More, and Logout. The main content area displays a welcome message, a registration type dropdown set to "Organization based Registration", and a dashboard section. The dashboard section includes a "Show 10 entries" dropdown, a search box, and a table with the following data:

Product Name	Certificate Type	Applicant Id
CLASS-IIIB (2-YEAR)	Sign & Encrypt	19554696099

Below the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next". At the bottom of the dashboard, there is a footer with copyright information, supported browsers (Internet Explorer 11, Google Chrome 49, Mozilla Firefox 44 & Above), and a note that the site is best viewed with 1024 x 768 resolution. The footer also states "Designed and Developed by (n) Code Solutions."



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16. Enter GST number at point no.2 then fill the required details and Click on verify GST button, Tick on “I Agree..” and click on “Submit”

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]

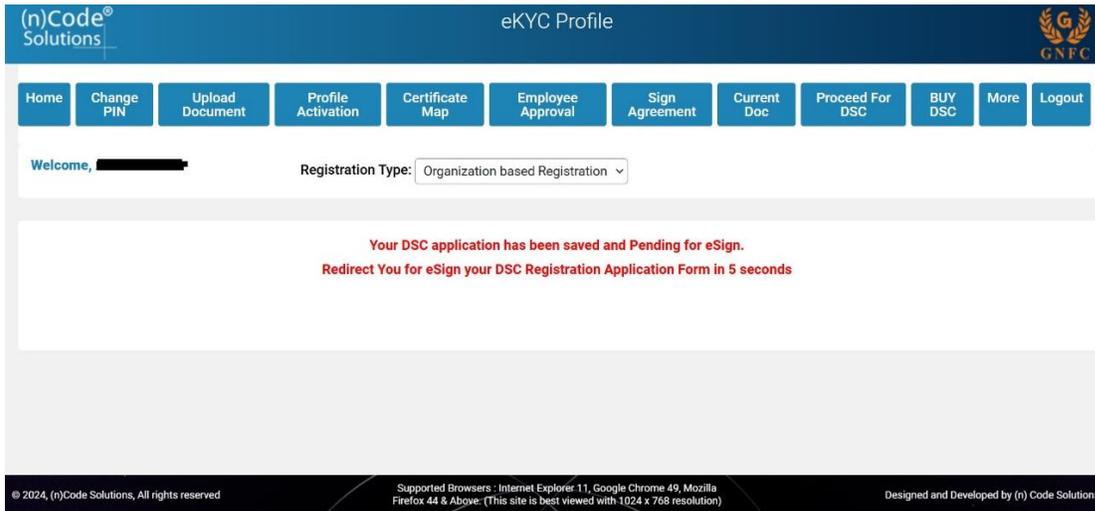
I have read and understood and agree to all the Terms and Conditions of Sample DSC Registration Form (eSign will be done with actual filled DSC Registration Form), and Subscriber Agreement, I agree and allow (n)Code Solutions to eSign the DSC Registration Form on successful Registration and to be shared 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](#)

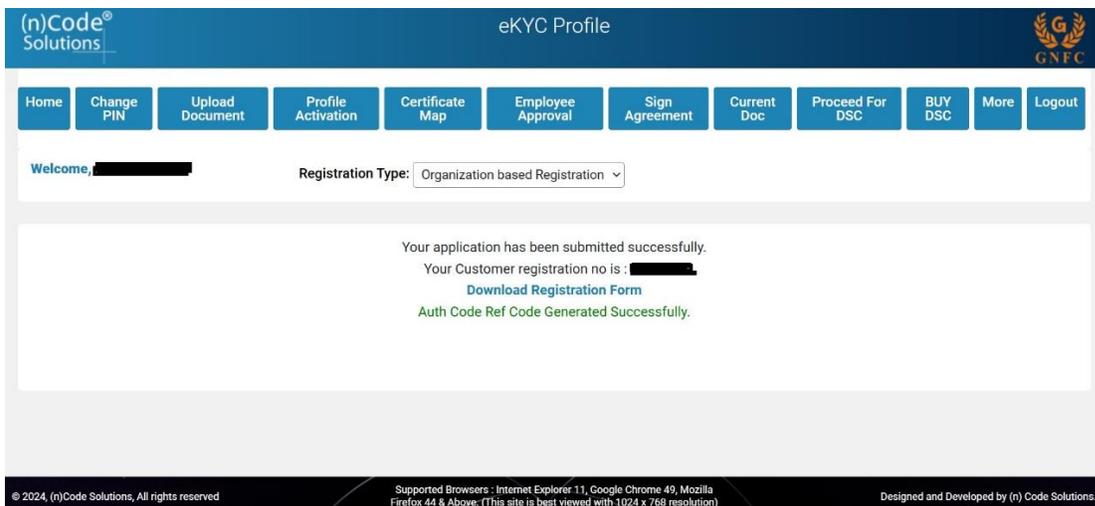


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17. Wait for a few seconds till your eSign process gets completed.



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.





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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 -----