



License Certifying Authority

(n)Code Solutions- A Division of GNFC Limited

eKYC PAN based Paperless DSC issuance for Individual Category DSC
Using Permanent Account Number (PAN)

Version 1.1

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

Sr. No.	PAN based Individual Category
	Document List
1	Applicant Photo - (File type JPEG) file size less than 3 MB
2	PAN card – (File type PDF)
3	Residential Address proof (Aadhaar card both sides)– (File type PDF)
4	Applicant - Email ID AND Contact No.

DSC Registration Process for PAN based Individual 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 eKYC account.
4. Fill all your KYC details in e-KYC Account Registration page.

- A. Select PAN based e-KYC Registration Click On “Click Here”
- B. Perform PAN Verification, select Applicant name as per PAN.
- C. Enter Residential address, Postal Code, Area/landmark, Town/City/Dist, State, Telephone number.
- D. Select Gender, Date of Birth.
- E. Select KYC type (Pan, Mobile, User id (8 To 16 Character))
- F. Enter Pin and confirm Pin.
- G. Fill Subscribers details and validate unique Mobile Number and E-Mail provided using OTP.
- H. Upload e-KYC documents as :

- ✓ Photo (Applicant Photo should be in “jpg/png” format)
- ✓ PAN card (PAN card copy should be in “pdf” format)
- ✓ Address Proof (Address Proof should be in “pdf” format)

- I. 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 eSign 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 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

Code[®] Solutions

Paperless eKYC Registration

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

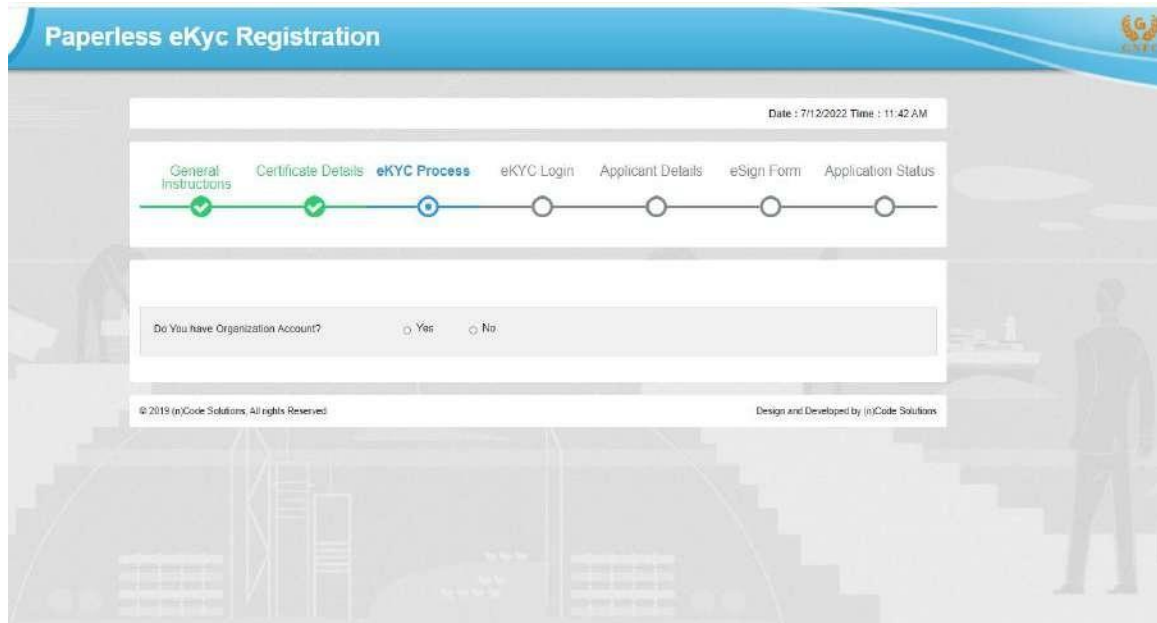
General Instructions Certificate Details eKYC Process eKYC Login Applicant Details eSign Form Application Status

Are you Existing eKYC Account User? Yes No

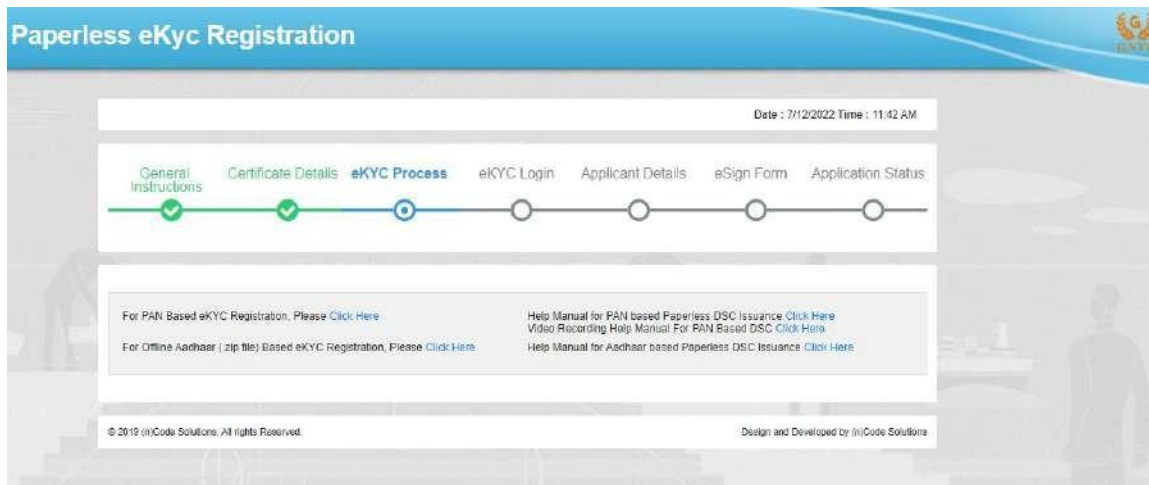
Do you have already generated customer ID and pending for eSign? Please click here to continue the eSign [CLICK HERE](#)

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2. Select “Yes” if you have organization account else “No” to create new account



3. Click on PAN Based eKyc registraion.



4. Please read left side instructions “e-KYC Registration” before proceeding further.
5. Fill Subscribers details and validate.

Paperless eKYC Registration Date : 7/12/2022 Time : 11:49 AM

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

eKYC Registration Using PAN

- Subscriber must have PAN (Permanent Account Number) and Address Proof as according to CDA Guidelines.
- Subscriber must have soft copy of Applicant's Photo, PAN Card and Address Proof to create eKYC profile.
- Unique Email ID and Mobile Number required.
- Video verification of the applicant is mandatory as per CDA IVS 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.

eKYC Account Registration

PAN No. *

Name (As per PAN) *

Residential Address *

Gender * Male Female

Date of Birth *

Area/Landmark *

Town/City/District *

Mobile *

Pin Code *

Mobile OTP

Email *

State *

Email OTP

Upload Documents

Photo * N...en

PAN Copy * N...en

Address Proof * N...en

eKYC Login

KYC Type *

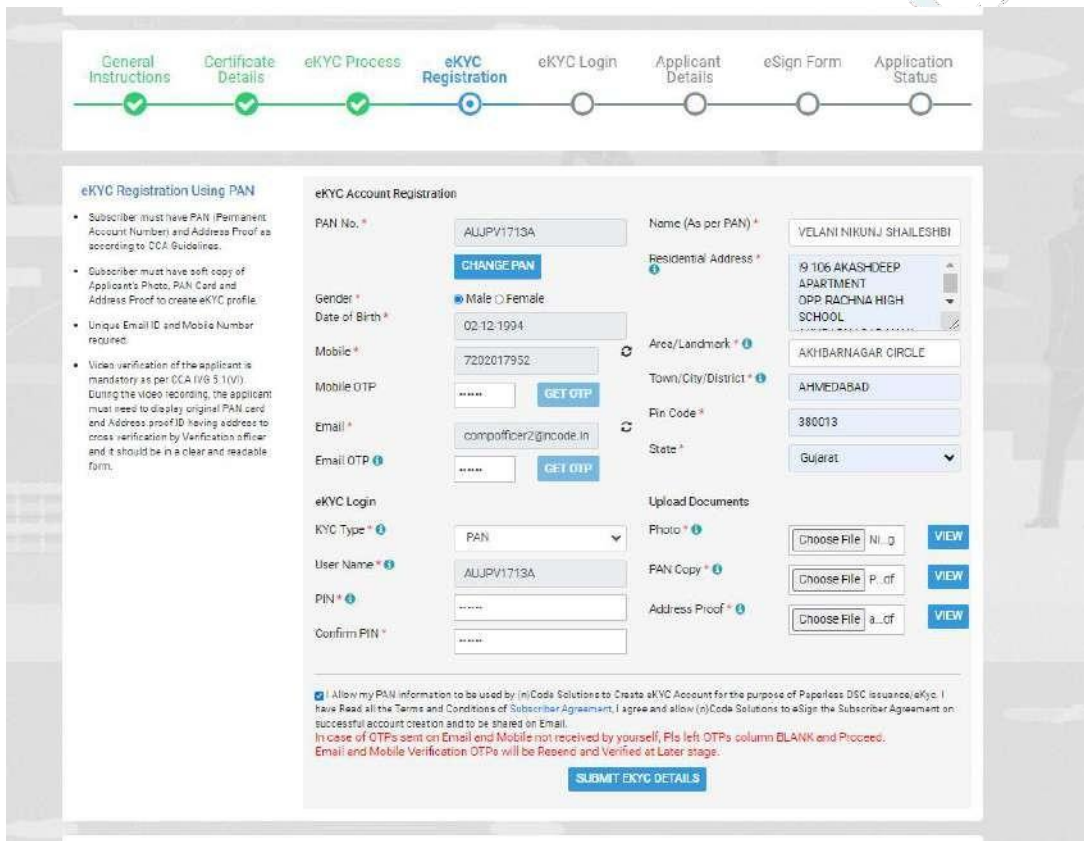
User Name *

PIN *

Confirm PIN *

I Allow my PAN information to be used by (n)Code Solutions to Create eKYC Account for the purpose of Paperless DSC Issuance/eKYC. 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.

- i. Enter PAN number and Click on VERIFY PAN.
- ii. Enter Name as per PAN, Residential Address, Postal Code, Area/landmark, Town/City/Dist, State, Telephonenumber.
- iii. Enter Mobile Number and E-Mail and validate using OTP.
- iv. Applicant Photo should be in “jpg” format.
- v. Create e-KYC User id (8 To 16 Character) and Pin (6 Digit/Numeric password).
- vi. Upload Documents (PDF format)
- vii. Provide consent and perform “Submit e-KYC details”



eKYC Registration Using PAN

- Subscriber must have PAN (Permanent Account Number) and Address Proof as according to CCA Guidelines.
- Subscriber must have soft copy of Applicant's Photo, PAN Card and Address Proof to create eKYC profile.
- 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.

eKYC Account Registration

PAN No. * [CHANGE PAN](#)

Name (As per PAN) *

Residential Address *

Area/Landmark *

Town/City/District *

Pin Code *

State *

Gender * Male Female

Date of Birth *

Mobile * [GET OTP](#)

Mobile OTP [GET OTP](#)

Email * [GET OTP](#)

Email OTP [GET OTP](#)

eKYC Login

KYC Type *

User Name *

PIN *

Confirm PIN *

Upload Documents

Photo *

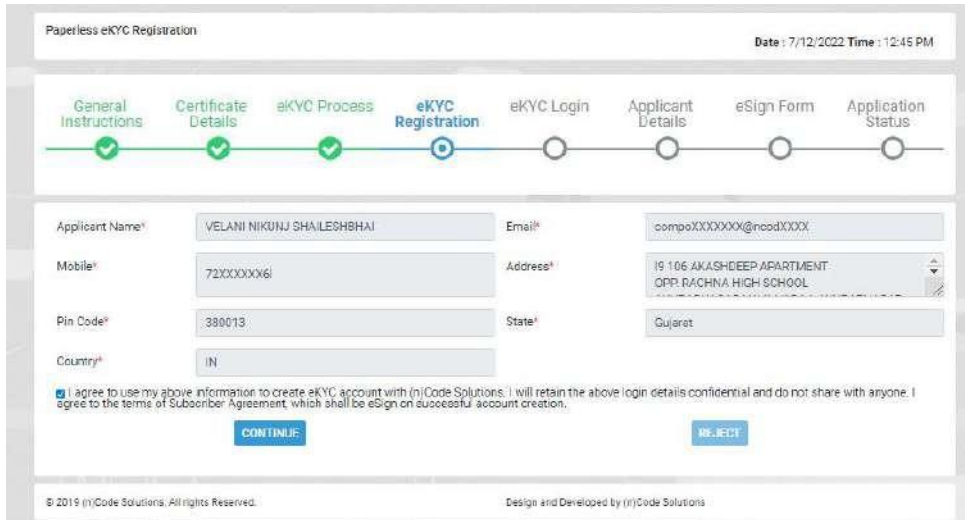
PAN Copy *

Address Proof *

I allow my PAN information to be used by (n)Code Solutions to Create eKYC Account for the purpose of Paperless DSC Issuance (eKYC). 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.

[SUBMIT eKYC DETAILS](#)

6. Cross verify your eKYC 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 7/12/2022 12:45 PM. 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 SHAILESHBHAI	Email*	compoXXXXXXXX@noodXXXX
Mobile*	72XXXXXX61	Address*	19 106 AKASHDEEP APARTMENT OPP. RACHNA HIGH SCHOOL
Pin Code*	380013	State*	Gujarat
Country*	IN		

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.

Buttons: CONTINUE, REJECT

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

DSC Application Form Date : 7/12/2022 Time : 12:46 PM

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


RA Company: Samagra Shiksha Gujarat Applicant ID: 185079701 RA Email: ssciabd@hotmail.com

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*: AUJPV1713A 

(2) GST Number (e.g. 11AAOCC123451AA)
GST Number: **VERIFY GST**

(3) Applicant Name*
VELANI NIKUNJ SHAILESHBHAI

(4) Unique Email ID*
compofficer2@ncodes.in

(5) Unique Mobile No.*
7202017862

(6) Residential / Office Address*
J# 106 AKASHDEEP APARTMENT OPP. RACHNA HIGH SCHOOL AKHIBARI

(7) Area/Landmark*
AKHIBARNAGAR CIRCLE

Town/City/District*
AHMEDABAD

(8) State*
Gujarat

PIN*
380013

Cheque Number/Id Sale Credit Sale

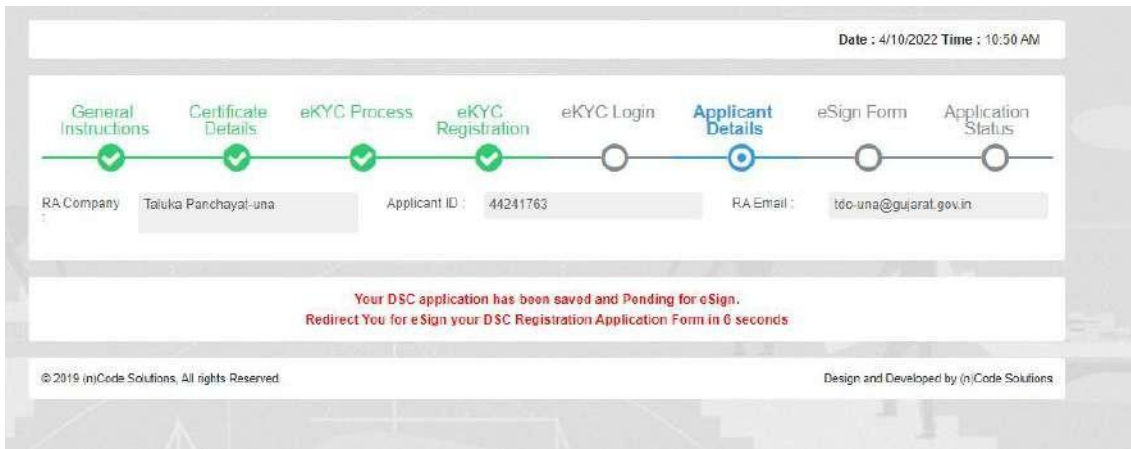
Cheque Number:
cheque Number:

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 stored 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.

Submit

8. 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

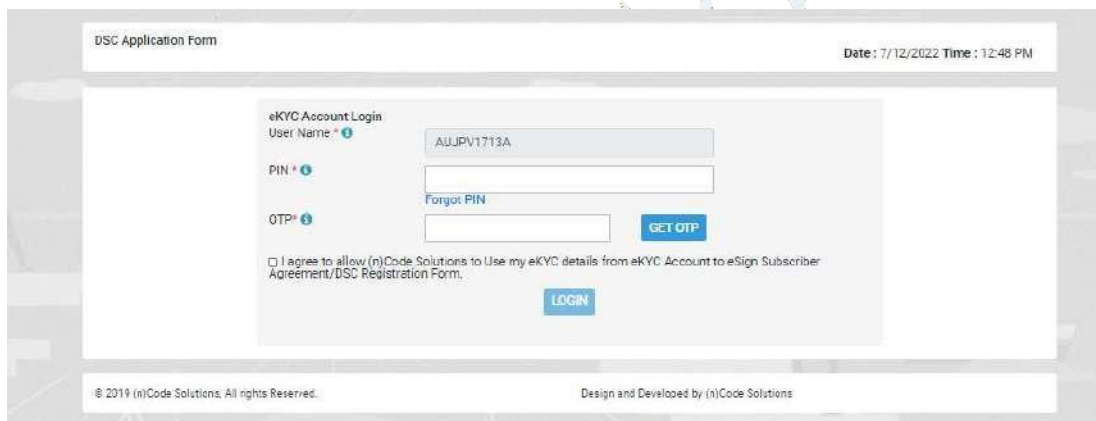
RA Company Taluka Panchayat Applicant ID RA Email

Taluka Panchayat-una 44241763 tdo-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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9. Login using existing e-KYC Account / User ID and PIN to sign DSC Application form.



DSC Application Form Date : 7/12/2022 Time : 12:48 PM

eKYCAccountLogin

User Name * AUJVPV1713A

PIN * [Field]

Forgot PIN

OTP * [Field] GET OTP

I agree to allow nCode Solutions to Use my eKYC details from eKYC Account to eSign Subscriber Agreement/DSC Registration Form.

LOGIN

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- A Application will successfully submit and CID will be generated.
 - i. Subscriber receives Acknowledgement message on his/her Mobile and Email
 - ii. 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)

- **Process of PAN based Paperless users having eKYC 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 Bhatporia : 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