



## (n)Code Solutions-A Division of Gujarat Narmada Valley Fertilizers & Chemicals Limited (GNFC)

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

Version 1.0





License Certifying Authority

## About PAN based Paperless DSC issuance.

As per Controller of Certifying Authorities (CCA) "<u>https://www.cca.gov.in</u>" Identity Verification Guidelines V1.9 "<u>http://www.cca.gov.in/sites/files/pdf/guidelines/CCA-IVG.pdf</u>" at point number 5, page no. 23, Guidelines for maintaining e-KYC account by Certifying Authority, as per section 5.5, PAN based eKYC for Personal (Individual) Certificates is :

(\* Original Supporting Documents "PAN and Address proof (\*Front and Back side in case of Aadhaar Card)" must be shown at the time of Video Recording and Both the PAN details and address in the Id is to be captured in the Video, it should be very clear and readable form for approval of the DSC application),

After successful submission of DSC registration application, Customer Identification no. (CID) gets generated.

- Subscriber receives Acknowledgement message on his/her Email
- Subscriber will also receive video uploading link to record live video of minimum 22 seconds

## Steps for Recording Video

- A) For Desktop/Laptop User "Preferably using Google Chrome Browser"
  - 1. Click to "Upload/Capture Video"
  - 2. Click to "Record Video"
  - 3. Click to Enable Adobe flash player
  - 4. Click "Allow"
  - 5. Video Recording will start and saved automatically after 30 sec.
  - 6. After Successful Video uploading, your application will go to (n) Code Verification officer for approval and Subscriber will receive certificate downloading credentials to download certificate.
- B) For Android/IOS User "Preferably using Google Chrome Browser" Mobile platform
  - 1. Click To "Video Capture Link"
  - 2. Click "Record"
  - 3. Click to "Upload"
  - 4. After Successful Video uploading, application will go to (n) Code Verification officer for approval. Subscriber will receive certificate downloading credentials to download certificate.
- C) Certificate downloading link





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(\* Original Supporting Documents "PAN and Address proof (\*Front and Back side in case of Aadhaar Card)" must be shown at the time of video recording and Both the PAN details and address in the Id is to be captured in the Video, it should be very clear and readable form for approval of the DSC application),

A) Desktop/Laptop Users "Google Chrome Browser" (Windows platform)

1. Click to "Upload/Capture Video"

FOR DSC Dowilload	F	OF	2 D	SC	D	own	load
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Please Login to https://usercenter.ncodesolutions.com:8080/nToken/TokenIntegration for downloading your certificate.

Please click here in case you need your vendor to provide you extended support to download your DSC on a FIPS Certified USB Token.

Disclaimer: We strongly encourage you to undergo all the required processes to secure your DSC on a FIPS Certified USB Token instead of taking help from your vendor. The process is simple and in case of any assistance, please call your vendor from whom you have purchased this DSC. Also please be informed that by clicking the above link you agree that you are aware about the risk of sharing your DSC credentials (Auth Code and Ref Code) to your vendor for processing it further.

Please click on the link Upload/Capture Video to Upload/Capture Video.

	Vide	o Capture	
Video Capture:	Record Video		
	Powered by Pipe		
	Transcript for Video (Recommended 30 Seco	onds)	
	This recording is done today on 13/Januar	ry/2020	
	My name is PANDYA KRUNALKUMAR ROHI	TKUMAR	
	My mobile no. is XXXXXXXXXX (Your Regi	stered Mobile Number)	
	I Live in <u>VISNAGAR</u> .		
	I have applied for a Digital Signature ( Certifying Authority ( Through RA { G Company Limited }] by providing supporting documents	Certificate with (n)Code Solutions ujarat Narmada Valley Fertilizers my application with necessary	
	[Also not necessarily, the applicant has to sp above script in a language he/she is comfor understand it; for example Hindi, Gujarati].	eak in English. He/She can speak the table. However we should be able to	
	Please Click on "Red Button" to start Capture t Once Start the Video Will be Stopped and Save	he Video. ed Automatically.	
Customer ID:	6715936	Current Datetime (MM/DD/YYYY	13/01/2020 11:52:38





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3. Click to Enable Adobe flash player







- 5. Video Recording will start and get saved automatically after 30 sec.
  - Subscriber needs to record interactive video of minimum 22 seconds, else video will programmatically get removed from server and notified to registered subscribers' Email / Mobile number (Refer Page No. 8).
  - The Applicant can speak the script in English, Hindi and Gujarati language in video.

\* (Original Supporting Documents "PAN and Address proof (\*Front and Back side, if Aadhaar Card used)" must be shown at the time of video recording and Both the PAN details and address in the Id captured in the Video should be very clear and in readable form for approving the DSc application),

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Video Capturei	Transcript for Voles (Accounted 20) The recording is done today on 13/14 By recording is done today on 13/14	Sectors)		
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	[Also not recessarily, the applicant has t allows script in a language heighte is co- understand it, for example Hinds, Gujarati	s speak in Briglah, MarShe can Infortable, However we should t	ionek the be able to	
	Please Click on "hed Button" to start Capt Once Start the video Will be Stopped and	ure the Video. Seved Automatically.		
Saltoriale (22)	6715908	Current CMNI/DD/YYYYY	Detetime	13/01/2020 13:37:19

6. After Successfully Video uploading your application will be approved by (n)Code Verification officer and Subscriber will receive certificate downloading credentials to download the certificate.





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B) Android/IOS Users "Preferably using Google Chrome Browser" (Mobile platform)
1. Click To "Video Capture Link"

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	130500	00093	
OTP F	or Paperless Offline ek nt Login : 130500	(YC	>
(n)Coo Captu .ncod	de Solutions Video re Link: <u>https://userce</u> esolutions.com/lraext/c asp?cust_id=6715936	nter capture	

- 2. Click "Record"
  - Subscriber needs to record interactive video of minimum of 22 seconds else video will programmatically get removed from the server and notified at registered subscribers Email / Mobile number (Refer Page No. 8).
  - The Applicant can speak the above script in English, Hindi or Gujarati language.

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	Video Castrone
	1. Record
Video Capture:	2. Upload
	Transcript for Video (Recommended 30 Seconds) This recording is done today on 13/January/2020 Wromane in PANDYA KRUNALCHAR ROHTKUMAR
	Transcript for Video (Recommended 30 Seconds) This recording is done today on 13./January/2020 My name is PANDYA KOUNALKINAAR ROHITKUNAR My mobile no. IK KOUNALKONAR ROHITKUNAR
	Transcript for Video (Recommended 30 Seconds) This recording is done today on 13/January/2020 My name is PANDYA KRUNALKUNAAR ROHTKUNAAR My mobile on. is <u>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>
	Transcript for Video (Recommended 30 Seconds) This recording is does today on 13/January/2020 My name is PANDVA KRUNALKUNAR ROHTKUNAR My mobile no. is <u>XXXXXXXXX</u> (Nour Registered Mobile Number) I Live in <u>XXXXXXXX</u> I have applied for a Digital Signature Certificate with (n)Code Solutions Certifying Audionity (Though RA ( Gujari Numada Valley Fertilizen Company Limited] by providing my application with necessary supporting documents JAkon on teassary the applicant has to speak in Explicit. Neithe can speak the above sorp the Januagae holder is confortable. However we should be able to understand it; for example funding Gugara.
	Transcript for Video (Recommended 30 Seconds) This recording is done today on 13/January/2020 My name is PANDYA KRUNALKUNAR ROHITICUMAR My mobile no. is <u>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>











- 4. After Successfully Video uploading your application will go for approval to (n)Code Verification officer and Subscriber will receive certificate downloading credentials to download certificate.
- Short duration ( invalid ) Video recording duration acknowledgement sent by email

ILE MESSAGE DEVELOPER	Video Recapturing Required for CID -6715936 - Message (HTML)
Mon 13/01/2020 12:19 PM support@ncodesolutions.com Video Recapturing Required for CID -6715936 To krunal.p@ncode.in	
Dear Applicant,	
Your Captured video is found to be less then 20 Seconds.	
Pls Recapture the Video.	
Regards, RA Desk PKI Business Group Gujarat Narmada Valley Fertilizers & Chemicals Ltd.	
C) Certificate Downloadin	glink
<u>https://usercenter.nco</u>	desolutions.com:8080/nToken/TokenIntegration
ontact (n)Code Solutions :	
> For Application related:	dscsupport@ncode.in & dscsupport1@ncode.in
	+91 79 66743 317/227
For Compliance related:	dscverification@ncode.in
	+91 79 66743 207
> For Tech. Configuration:	tokensupport@ncode.in & dschelp@ncode.in
	1800 419 4455 (Toll Free No.)
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