



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

**Video recording process for eKYC
based Paperless DSC issuance for
Organization Category DSC**

Version 1.0



About Organization based Paperless DSC issuance

As per Controller of Certifying Authorities (CCA) “<https://www.cca.gov.in>” Identity Verification Guidelines V 2.1 “<https://cca.gov.in/sites/files/pdf/guidelines/CCA-IVG.pdf>” at point number VI, page no. 27, Guidelines for maintaining e-KYC account by Certifying Authority, as per section 1.12, CCA guidelines video recording procedure mentioned as under. **Please read this carefully to avoid Video rejection.**

Annexure VI - Video Verification

Video verification is applicable to DSC applicants, authorised signatories and originals of the documents.

1.	CA shall make available a tamper proof video capture facility in their application.
2.	The video recording of interactive session with DSC applicant by using the facility provided by CA application shall be not less than 20 seconds.
3.	The video verification shall undergo at least two levels, one electronic and one manual level verification by CA. CA shall implement software capabilities to check face in video against photo obtained using KYC or eKYC to perform photo match for electronic verification.
4.	For manual check, trusted persons of CA shall perform verification for match of photo obtained through eKYC or KYC with the face in video.
5.	If automated video verification is not implemented, at least 2 trusted persons shall independently verify KYC data against video.
6.	CA shall not make available option for uploading offline video recording and also shall not accept offline recording by any other means.
7.	CA should allow only one-way video recording session with applicant.
8.	A traceable log of these capturing shall be clearly maintained, including the end user IP address (with date and time) used for capturing the video for individual and document verifications.
9.	In the video capturing, face should be fully visible, 50% of the video frame shall be covered by the face and background should be visible. Any video where face is not clearly visible, or at a far distance shall not be accepted. The face should have a bright light and there should not be dark shadows covering the face. The video of subscriber wearing any accessories like cap, headgear, eyeglasses, headphones and/or sun glasses shall not be accepted. Video should be preferably in a plain background and subscriber should have a natural expression. In the case of documents, during the capture, document should be preferably held using fingers on the edges without covering the contents of the document. Alternatively, document can be placed on a flat surface and recorded.
10.	The intention for applying for a DSC/eSign shall be expressed by the applicant during the video verification. Also CA shall display at least three digit random number and the reading of the same by applicant shall be captured & verified. CA shall implement the generation of fresh random number for each new video recording session. In case if the applicant is unable to speak due to dumbness or illness, the random number can be shown by the way of showing over fingers OR writing down and showing on paper. The sample format is as follows: <i>My name is Pankaj srivatstava and I want to apply for a DSC/eSign through (CA name) . The code is X22</i>
11.	CA shall carryout cross checking against earlier approved videos of the same applicant to avoid any duplication
12.	The video captures and the associated verification parameters in CA system shall be cryptographically timestamped using the timestamping service of CA within 6 hrs they are captured.

Video Recording Process



License Certifying Authority

A. GST Based documents list to be shown in video:

Organization Type	Proprietor / (n)Exim	Partnership/ (n)Exim	Corporate Entity/(n)Exim	AOP/(n)Exim	LLP/(n)Exim	NGO / Trust/(n)Exim	Show in video
Applicant Photo	√	√	√	√	√	√	No needs to show
PAN/Aadhaar card of Applicant	√	√	√	√	√	√	Original
ID card of authorized signatory (organizational)		√	√	√	√	√	Photo Copy
Copy of List of director from memorandum/ROC form			√	√	√		Original / Photo Copy
Copy of List of partners from Partnership Deed. (First page and page(s) containing Authorized Signatory/Partner Name)		√					Original / Photo Copy
Authority letter in favour of applicant signed by the director/Partner		√	√	√	√	√	Original
Copy of resolution from Association / Society.				√			Original / Photo Copy
If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.					√		Original / Photo Copy
Copy of resolution from the NGO / Trust authorizing the signatory.						√	Original / Photo Copy
IEC Certificate (For (n)Exim only)	√	√	√	√	√	√	Original / Photo Copy

B. Non GST Based documents list to be shown in video:

Organization Type	Proprietor / (n)Exim	Partnership/(n)Exim	Corporate Entity/(n)Exim	AOP/(n)Exim	LLP/(n)Exim	NGO / Trust/(n)Exim	Show in video
Applicant Photo	√	√	√	√	√	√	No needs to show
PAN/Aadhaar card of Applicant	√	√	√	√	√	√	Original
Original Bank Statement with transactions less than 3 months, signed by the Bank.	√	√	√	√	√	√	Original
Copy of Organization PAN Card	√	√	√	√	√	√	Original / Photo Copy
ID proof of authorized signatory (organizational)		√	√	√	√	√	Photo Copy
Copy of List of director from memorandum/ROC form			√	√	√		Original / Photo Copy
Copy of Organization Incorporation Certificate.			√	√		√	Original / Photo Copy
Business registration certificate containing name of the proprietor confirming the business ownership of Authorized signatory (Proprietor).	√						Original
Copy of List of partners from Partnership Deed. (First page and page(s) containing Authorized Signatory/Partner Name)		√					Original
Authority letter in favour of applicant signed by the director/Partner		√	√		√		Original
Copy of Organization Business registration certificate including Shops & Establishments.		√					Original / Photo Copy
Copy of resolution from Association / Society.				√			Original / Photo Copy
Copy of Organization Incorporation and Registration Certificate issued by authority such as Registrar.					√	√	Original / Photo Copy
If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.					√		Original / Photo Copy
Copy of resolution from the NGO / Trust authorizing the signatory.						√	Original / Photo Copy
IEC Certificate (For (n)Exim only)	√	√	√	√	√	√	Original / Photo Copy



C. Government Organization Based documents list to be shown in video verification

Type	Government	Show in video
Applicant Photo	√	No needs to show
PAN/Aadhaar card of Applicant	√	Original
Organizational ID proof of Applicant	√	Original
Organizational ID proof of authorized signatory	√	Photo Copy
Authorization Letter (Sealed and signed by Authorised Signatory)	√	Original

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 1 minute.
 6. After Successful Video uploading, your application will go to (n)Code Verification officer for approval, if approved then 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. if approved then Subscriber will receive certificate downloading credentials to download certificate.

Video Recording Process



License Certifying Authority

A. Desktop/Laptop Users “Google Chrome Browser” (Windows platform)


1. Click to “Upload/Capture Video”

FOR DSC Download

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. 

2.

Video Capture

Video Capture:


Powered by Pipe

Transcript for Video (Recommended 30 Seconds)
This recording is done today on 13/January/2020
My name is PANDYA KRUNALKUMAR ROHITKUMAR
My mobile no. is XXXXXXXXXX (Your Registered Mobile Number)
I Live in VISNAGAR.
I have applied for a Digital Signature Certificate with (n)Code Solutions Certifying Authority (Through RA { Gujarat Narmada Valley Fertilizers Company Limited.. }) by providing my application with necessary supporting documents..

[Also not necessarily, the applicant has to speak in English. He/She can speak the above script in a language he/she is comfortable. However we should be able to understand it; for example Hindi, Gujarati].


Please Click on "Red Button" to start Capture the Video.
Once Start the Video Will be Stopped and Saved Automatically.

Customer ID:	<input type="text" value="6715936"/>	Current (MM/DD/YYYY HH:MM:SS):	<input type="text" value="13/01/2020 11:52:38"/>
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3. Click to Enable Adobe flash player

Video Capture

Video Capture:



Transcript for Video (Recommended 30 Seconds)
This recording is done today on 13/January/2020
My name is PANDYA KRUNALKUMAR ROHITKUMAR
My mobile no. is XXXXXXXXXX (Your Registered Mobile Number)
I Live in VISNAGAR.
I have applied for a Digital Signature Certificate with (n)Code Solutions Certifying Authority (Through RA { Gujarat Narmada Valley Fertilizers Company Limited.. }] by providing my application with necessary supporting documents..


[Also not necessarily, the applicant has to speak in English. He/She can speak the above script in a language he/she is comfortable. However we should be able to understand it; for example Hindi, Gujarati].

Please Click on "Red Button" to start Capture the Video.
Once Start the Video Will be Stopped and Saved Automatically.

Customer ID: Current Datetime (MM/DD/YYYY HH:MM:SSSS):

4. Click "Allow"

usercenter.ncodesolutions.com wants to



Allow **Block**

Video Recording Process



License Certifying Authority

5. Video Recording will start and get saved automatically after 1 min.

- 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.
- The Applicant can speak the script in English, Hindi and Gujarati language in video.



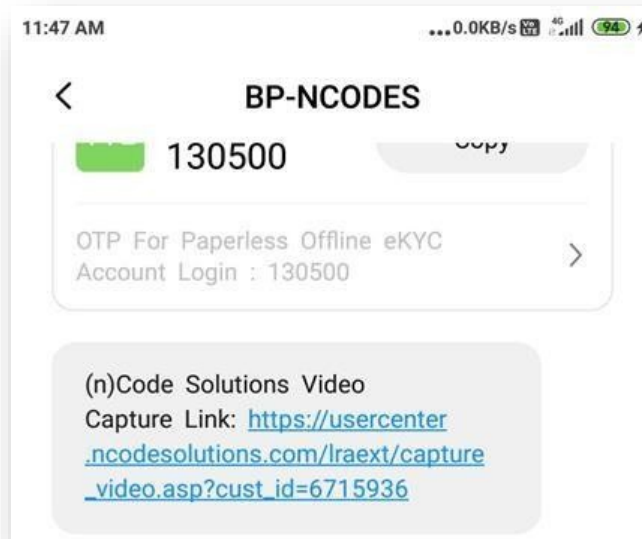
6. After Successfully Video uploading your application will be approved by (n)Code Verification officer and Subscriber will receive certificate downloading credentials to download the certificate.

Video Recording Process



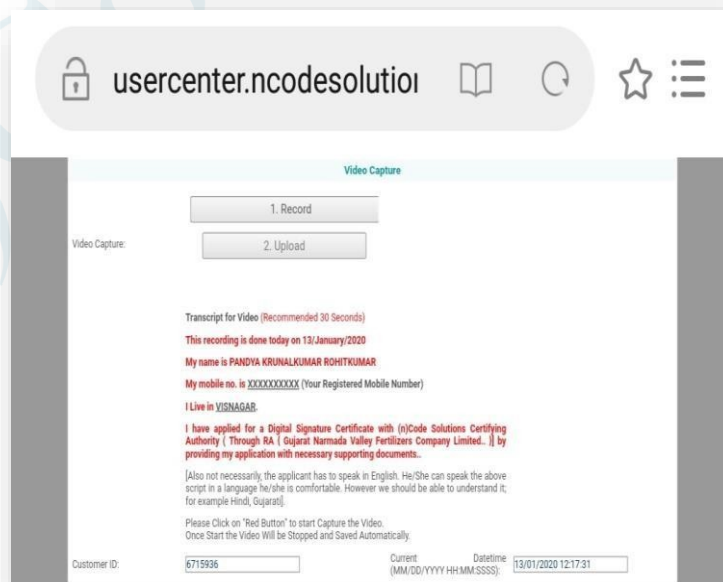
License Certifying Authority

- B. Android/IOS Users “Preferably using Google Chrome Browser” (Mobile platform).
7. Click To “Video Capture Link”



8. 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.
- The Applicant can speak the above script in English, Hindi or Gujarati language



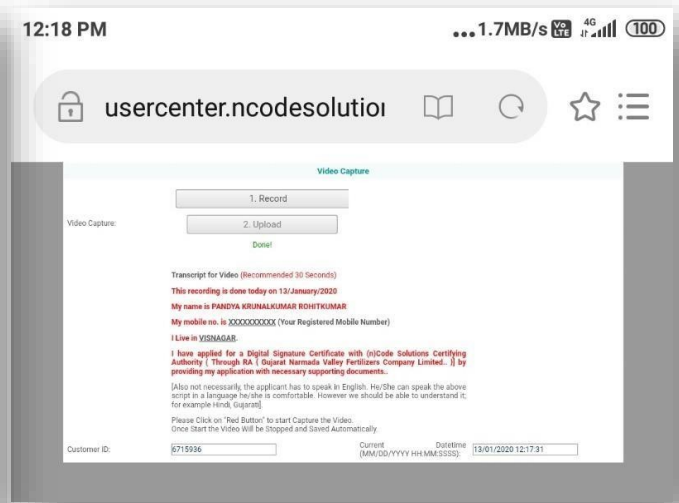
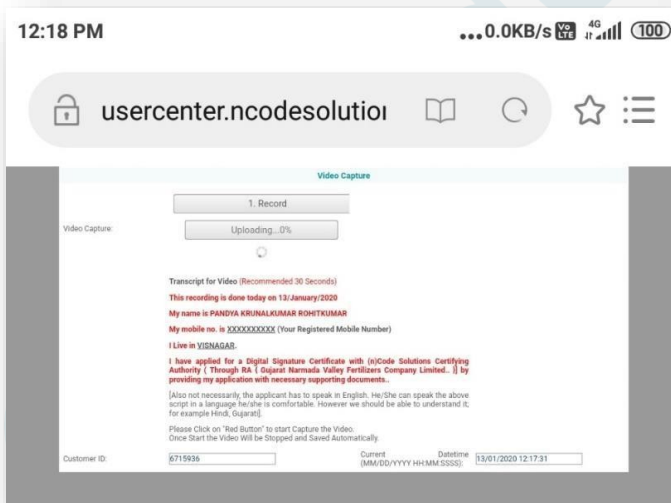
Video Recording Process



License Certifying Authority



9. Click to "Upload"





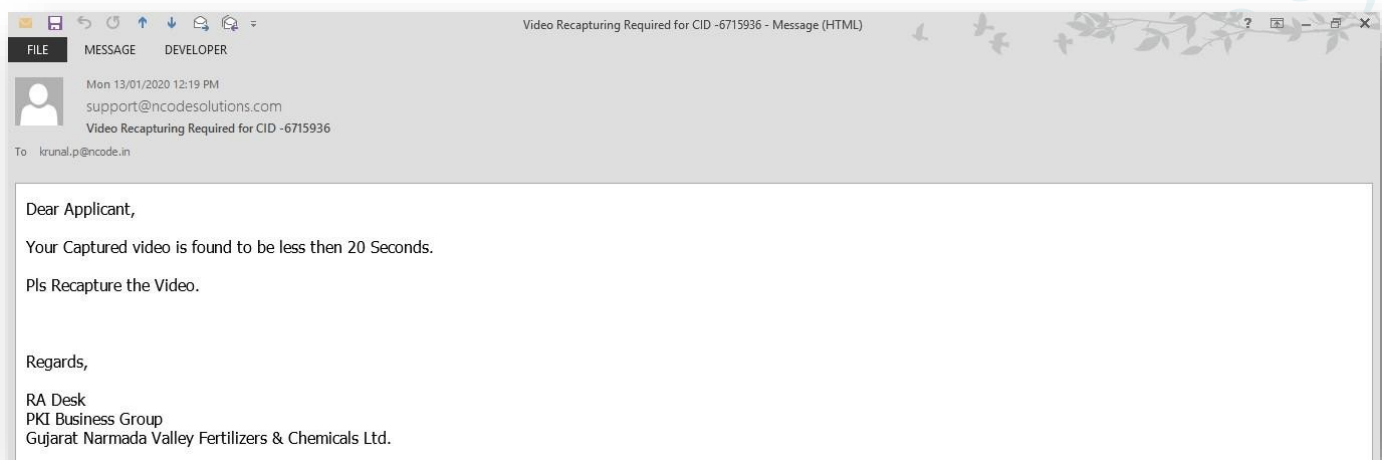
Video Recording Process



License Certifying Authority

10. 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



B. Certificate Downloading link

<https://usercenter.ncodesolutions.com:8080/nToken/TokenIntegration>

Contact (n)Code Solutions :

- For Application related: dscsupport@ncode.in & dscsupport1@ncode.in
+91 79 66743 207/306
- For Compliance related: dseverification@ncode.in
+91 79 66743 206
- For Tech. Configuration: tokensupport@ncode.in & dschelp@ncode.in
635 689 4444 (Toll Free No.)