

RSS ONLINE SOLUTIONS™

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PROCEDURE FOR NEW / RENEWAL CLASS - 2 DSC

INSTRUCTIONS / CHECKLIST

1. Please fill the form in BLOCK LETTERS & in **BLUE INK ONLY**
2. The Certificate will be issued ***only if the application form is complete in all aspects.***
(Note: Along with the completed and signed application form, please attach following documents as mentioned below)
3. Applicant has to sign across the photograph extended to application form
4. Unique Email Address & Mobile Number are mandatory.
5. Mobile Verification (SMS) & Video Recording by the applicant is mandatory.

For SMS verification:

Please call from your Registered Mobile Number on any of the below mentioned number and convey your Name & Applicant ID for verification. 1) 9560342507 - 2) 8448186875 - 3) 8448186874- 4) 9599718996 5)08448186873.

PLEASE NOTE THAT THE CALL VERIFICATION FACILITY IS AVAILABLE FROM 9.30 A.M. TO 8.30 P.M. ONLY.

For Video recording:

Download an Android application named 'Capricorn Customer Application' on any Android phone and undertake video verification.

After installation click on video recording. Order ID will appear:

"OR000000 Pin code 400000 after filling the information click on confirm. Recording screen will appear record and speak the appearing message on the screen.(Use any language to speak) i.e.

(I **your name** have applied for Class - 2 and eKYC certificate with capricorn CA. My order number is **OR000000**)

6. Inconsistent/incomplete applications are liable to be rejected.

ATTACHMENTS:

IDENTITY PROOF (any ONE)	ADDRESS PROOF (any ONE)
<ul style="list-style-type: none">• PAN Card (Mandatory)• Aadhar Card• Passport• Driving license• Post office ID card• Government issued photo ID Card	<ul style="list-style-type: none">• Aadhar Card• Passport• Electricity Bill,• Water Bill• Gas Connection• Voter ID card• Telephone Bill• Bank Statement signed by Manager.

Note:

- i. Utility Bill or Bank Statement should not be older than 2 months from the date of application;
- ii. All supporting documents shall be self attested.
- iii. Please send us scan copies of final documents and Form for approval before sending physical copies.

• **Select Certificate type**

Class <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Year <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Type Sign <input type="checkbox"/> Encrypt <input type="checkbox"/> Sign & Encrypt <input type="checkbox"/>	Individual <input checked="" type="checkbox"/>	Applicant ID (Internal use)	Order ID (Internal use)
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• **Please fill the applicant details**

Applicant Name	PAN Number
<input type="text"/>	<input type="text"/>
E-mail ID	Mobile No.
<input type="text"/>	<input type="text"/>

Address	<input type="text"/>	
Town/City/District	State/Union Territory	<input type="text"/>
Pin Code	<input type="text"/>	

Identity Proof	<input type="checkbox"/> PAN Card	<input type="checkbox"/> Post Office ID Card	<input type="checkbox"/> Bank Account passbook having the photograph and signature by individual
	<input type="checkbox"/> Driving licence	<input type="checkbox"/> Passport	<input type="checkbox"/> Any Government issued photo ID card bearing the signature of the individual
Address Proof	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter ID Card	<input type="checkbox"/> Gas Connection
	<input type="checkbox"/> Water Bill	<input type="checkbox"/> Driving licence (DL) / Reg. Certificate (RC)	<input type="checkbox"/> Property Tax / Corporation Tax Municipal Corporation Receipt
	<input type="checkbox"/> Electricity Bill	<input type="checkbox"/> Service Tax / Vat Tax / Sales Tax Reg. Certificate	<input type="checkbox"/> Telephone Bill
		<input type="checkbox"/> Bank Statement Signed by Manager	<input type="checkbox"/> Aadhar

I hereby declare that neither PAN nor Aadhaar Number has been issued to me.

Note: 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 liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.


Instructions:

- Please fill up the form in 'English' only.
- Incomplete, illegible or inconsistent applications will be rejected.
- Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master.
- The utilities bill or bank statement should not be older than 3 months from the application date.
- Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
- For CLASS 2 & 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
- Mobile verification by the applicant is mandatory.
- DSC Download link is sent to the applicant email only.
- The certificates must be downloaded only in a cryptographic device.
- Applicants must refer to CapricornID CPS at www.certificate.digital
- Contact us at : support@certificate.digital or at +91 (011) 6140 0060
- The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India
- for encryption certificate only
I hereby undertake that a backup copy of the encryption key will be securely maintained by me.(Applicant)
- Applicant has to sign across the photograph extended to application form.
- Applicant can also submit their Identity proof as: Pan Card, Post office ID Card Bank account Passbook, Government issued photo ID Card,
- Address Proof gas connection,Voter Id Card, Electricity Bill, Service Tax/ Vat Tax/ Sales Tax Reg. Certificate,Telephone Bill,Water Bill, Property Tax, Corporation Tax, Municipal Corporation Receipt,BankStatement Signed By Manager.
- For Mobile verification please forward the sms sent on your registered number to **9212220059** Alternatively you can send the sms in the format given below :
(in case you have not received the sms.) **APXXXXX and ClientsEmail**

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

affix recent
passport
size photograph
of the
applicant

applicant has to sign across
the photo  extended
to application form

Place:

Date:



Signature of applicant as in ID Proof (Blue link only)

