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WEB SITE - <http://www.rssonlinesolutions.com/>

## PROCEDURE FOR DGFT DSC / RENEWAL

### 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 - 3 and eKYC certificate with capricorn CA. My order number is **OR000000**)

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

**ATTACHMENTS:**

**IF THE APPLICANT FIRM IS:**

<b>Private Ltd Firm</b>	<b>Partnership Firm</b>	<b>Proprietor Firm</b>	<b>LLP</b>
✓ Applicant PAN card & Aadhar Card	✓ Applicant PAN card & Aadhar Card	✓ Applicant pan card & Aadhar Card	✓ Applicant pan card & Aadhar Card
✓ Company PAN card	✓ Copy of Company bank statement	✓ GST Certificate / Shop act License/VAT return	✓ PAN card Copy of LLP
✓ Certificate of Incorporation	✓ GST Certificate	✓ Copy of Company bank statement	✓ GST Certificate
✓ GST Certificate	✓ Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (1 & 2 page)	✓ Copy of ITR accompanied by computation of income & financial statement pertaining to last financial year (1 & 2 page)	✓ Copy of statement of bank a/c (1 & 2 page)
✓ Copy of Article and Memorandum of Association (1 <sup>st</sup> two pages)	✓ ID & ADD proof authorized person	✓ Proprietor firm seal for all documents	✓ Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (1 & 2 page)
✓ Copy of Company bank statement	✓ Partnership deed	✓ IEC Certificate	✓ Partnership firm seal for all documents
✓ The copy of audit report (1 & 2 page) & annual return pertaining to last financial year (1 & 2 page)	✓ IEC Certificate	✓ IEC Certificate	✓ ID & ADD proof authorized person
✓ ID & ADD proof authorized person	✓ Company seal for all documents	✓ branch code of organization	✓ LLP agreement
✓ Certifying the application form for DSC should be duly authorized by the resolution of board of directors	✓ branch code of organization	✓ Company seal for all documents	✓ Certificate of Incorporation
✓ IEC Certificate			✓ IEC Certificate
✓ Company seal for all documents			✓ branch code of organization
✓ branch code of organization			✓ Company seal for all documents

- **IDENTITY PROOF (any ONE)** - PAN Card (Mandatory)/ Aadhar Card/ Passport/ Driving license
- **ADDRESS PROOF (any ONE)** - Aadhar Card /Passport /Electricity Bill, /Water Bill / Gas Connection / Voter ID card / Telephone Bill /Bank Statement

**Note:**

- Utility Bill or Bank Statement should not be older than 2 months from the date of application.
- Board resolution copy is attached for your ready reference.
- Please send us scan copies of final documents and Form for approval before sending physical copies.

**Please select one of the verification methods**

Online GSTIN Verification  Traditional Verification

**Please select Certificate type**

TIP : Please select class of certificate and validity.

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

TIP : The certificate would be issued in the following name.

Applicant Name	Applicant PAN Number
E-mail ID	Mobile No.
Applicant ID Proof <input type="checkbox"/> Pan Card <input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Others* <input type="checkbox"/>	

**Please fill organization details**

TIP : Please tell us about your organization.

GST No.	Organization PAN	Department
Organization Name	Organization Address	
IEC Code	Branch Code	Pin Code
Town/City/District	State/Union Territory	

**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.

**Authorization Letter**

**NOTE:** The authorized signatories for applying digital signature certificate should be duly authorized by the resolution of board of directors/ partners.

TO,  
CAPRICORN IDENTITY SERVICES PVT. LTD.

This is to certify that

Mr. / Ms (certificate applicant) \_\_\_\_\_

Mobile no. \_\_\_\_\_ has provided correct information in the application form for issuance of digital certificate to the best of my knowledge, is working with (organization name) \_\_\_\_\_ He / She is hereby authorized to obtain a digital certificate issued by Capricorn Identity Services Pvt.Ltd.

**Details of authorising person**

Name	Identity Card No. / Employee Id
Designation	Signature of authorising person only with seal of the organization
Place	
Date	

**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.

Place:

Date:

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

affix recent passport size coloured photograph of the applicant   
applicant has to sign across the photograph extended to application form

• Please select one of the verification methods

<input type="checkbox"/> Method 1 Online GSTIN Verification						
Organization Type :	Proprietorship	Partnership	Corporate Entities	LLP	AOP	NGO / Trust
Document Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GST Filing Proof (not old than 3 months)	✓	✓	✓	✓	✓	✓
<b>ID Proof</b>						
Applicant ID (PAN, Voter ID, Passport or Driving License)	✓	✓	✓	✓	✓	✓
Authorized signatory ID Proof (PAN, Voter ID, Passport or Driving License or organizational ID card)	✓	✓	✓	✓	✓	✓
<b>Authorized Signatory Proof</b>						
Business registration certificate containing name of the proprietor confirming the business ownership of Authorized signatory (Proprietor).	✓					
Copy of List of partners from Partnership Deed, LLP Deed (First page and page(s) containing Authorized Signatory/Partner Name)		✓		✓		
Copy of List of Directors details shall be in MCA website If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.			✓			
Copy of resolution from Association / Society / NGO / Trust authorizing the signatory.					✓	✓
Authorization Letter	*	✓	✓	✓	✓	✓
Copy of Import & Export Certificate.	✓	✓	✓	✓	✓	✓

<input type="checkbox"/> Method 2 Traditional Verification						
Organization Type :	Proprietorship	Partnership	Corporate Entities	LLP	AOP	NGO / Trust
Document Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ID Proof</b>						
Applicant ID (PAN, Voter ID, Passport or Driving License)	✓	✓	✓	✓	✓	✓
Authorized signatory ID Proof (PAN, Voter ID, Passport or Driving License or organizational ID card)	✓	✓	✓	✓	✓	✓
<b>Proof of Organizational Existence</b>						
Copy of Business registration certificate including GST, MSME, Shops & Establishments	✓	✓				
Copy of Organization PAN Card		✓	✓	✓	✓	✓
Organization Bank Statement( should not be older then 3 months)	✓	✓	✓	✓	✓	✓
Copy of Organization Incorporation Certificate.			✓	✓	✓	✓
Copy of Import & Export Certificate.	✓	✓	✓	✓	✓	✓
<b>Authorized Signatory Proof</b>						
Business registration certificate containing name of the proprietor confirming the business ownership of Authorized signatory (Proprietor).	✓					
Copy of List of partners from Partnership Deed, LLP Deed (First page and page(s) containing Authorized Signatory/Partner Name)		✓		✓		
Copy of List of Directors details shall be in MCA website If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.			✓			
Copy of resolution from Association / Society / NGO / Trust authorizing the signatory.					✓	✓
Authorization Letter	*	✓	✓	✓	✓	✓

**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 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](http://www.certificate.digital)
- Contact us at : [support@certificate.digital](mailto:support@certificate.digital) or at +91 (011) 6140 0000
- The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India
- 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, Bank Statement 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**

**Important:**

- If Authorized signatory is not a partner, an Authorization Letter signed by a partner.
- If Authorized signatory is not a director, Board Resolution OR Power of Attorney shall be enclosed.
- Not required authorization letter in case of single director company and Proprietorship himself/herself.
- \*If proprietor himself is not the applicant then authorisation letter has to be provided duly signed by the proprietor.
- Alternate to bank statement, a signed letter from the bank confirming the account existence and organisation name can be provided.



(To be printed on organization letter head)

**BOARD RESOLUTION**

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF (Company Name) HELD ON (Date) AT (Address) at (Time)**

“RESOLVED THAT, the company has decided to authorize, Mr. / Ms. (Name of the person with Designation\_Applicant)) and is hereby authorized to sign and submit all the necessary papers, letters, forms, etc to be submitted by the company in connection with “authorizing any of the personnel of the company (applicant) to procure Digital Certificate”. The acts done and documents shall be binding on the company, until the same is withdrawn by giving written notice thereof”.

Specimen Signatures of Authorised Signatory:

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(Signature of Authorised Person\_Applicant)

“RESOLVED FURTHER THAT, a copy of the above resolution duly certified as true by Director/Authorised signatory of the company is furnished to Digital Signature Authority and such other parties as may be required from time to time in connection with the above matter”.

For (Company Name),

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(Seal & Signature\_ other than applicant)

Name:

Designation:

DIN: