

INSTRUCTIONS FOR DSC

1. DOCUMENTS REQUIRED FOR GOV.PAPERLESS

1. Applicant photo in JPEG format.
2. Authorization Letter(TO BE PRINTED ON LETTER HEAD ONLY)
3. Applicant Gov. Id card copy
4. PAN card (with date of birth) copy
5. Aadhaar card copy
6. **Authorized person Gov. Id card copy**

These documents need to be attested by an **authorizing person** and please share the above documents in a single PDF file to dscsupport@keltron.org for generating Order ID (ORID). *After receiving the ORID, please confirm the following verification methods.*

- **Mobile Verification**
- **Email Verification**
- **Video Verification**

2. PROCEDURE FOR VIDEO VERIFICATION AND OTHER APPROVAL PROCEDURE

Once KELTRON (dscsupport@keltron.org) receives the documents, an OTP will be generated and will be sent to the applicant on the same day or next day. It is mandatory for the first process (If any mistakes in enrolments or mistakes in authorization letter again, OTP may need to be regenerated). OTP time **10mins**.After OTP acknowledgement, the applicant gets an **email confirmation**. After **email confirmation**, verify all the details and if any mistakes are found, contact our DSC core team to rectify the same.

After OTP verified, the applicant gets a video link for video verification in their mail id and mobile number. They can also do it with their android mobile and laptop or desktop.

While recording video, the applicant has to say the sentence (Ex: I ROCKY have **applied for digital signature with Capricorn CA. My video code is xxxxxxxx.** (Use any language to speak) and the applicant must show the original Pan Card, Adhar card, Authorization letter, Letter of identity if attached. **Video must be a minimum of 30 seconds.**

You can also record your video using Android Apps (Capricorn Customer Application).

3. IMPORTANT POINTS TO BE REMEMBERED WHILE FILLING OUT THE AUTHORIZATION LETTER

- ✓ The designation of the applicant should be the same as his official gov.ID card. If the applicant does not have an ID card, fill out the letter of identification form.
- ✓ The Authorizing person's designation must be the same on the authorization letter and his official gov.id card (official stamp also).
- ✓ Make sure the applicant's name is as per Spark ID/Aadhaar card.