Proof of Sufficient Authorization to act as a Signatory

[APPLICABLE TO ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES, PUBLIC SECTOR UNDERTAKINGS AND OTHER GOVERNMENTORGANIZATIONS]

(**PLEASE DO NOT USE THIS FORM FOR EMPLOYEE CERTIFICATES**)

To,
Capricorn Identity Services Pvt. Ltd. (**Capricorn CA**)
G-5, Vikas Deep Building, Plot no. 18,
Laxmi Nagar District Center, Delhi-110092.

Sub: Authorization for obtaining E-KYC & Digital Signature Certificate.

Select	DSC Type
☐	Sign
☐	Encryption
☐	Sign & Encryption
1 / 2 / 3 years	Validity

I, Controlling / Administrative Authority / Head of Office / Head of Department (HOD) of the

_____ (Organization

Name), have understood the requirements of e-Sign/DSC enrolments under provisions of Information Technology Act, and will authorize the employees in line with these requirements. I have enclosed my ID card of Authorized signatory/identity letter issued by the organization.

Applicant Name	
Organization Name	
Position/Designation	
Department Name	
Organization ID Card No	
Office Address with PIN code	
Mobile No Email ID	

Signature:_____

(Seal & Stamp)

Authorizing Person Name: _____

Designation: _____

Mobile No. : _____

Email ID : _____

Date: _____

Enclosed: My Organization ID card / Identity letter issued by the organization

Note: All Fields are mandatory to fill.

INSTRUCTIONS FOR DSC

1. DOCUMENTS REQUIRED FOR GOV.PAPERLESS

1. Applicant photo in JPEG format.
2. Authorization Letter
3. Applicant Gov.Id card copy(Both sides)
4. PAN card(with date of birth)copy
5. Aadhaar card copy
6. **Authorized person Gov.Id card copy(Both sides)**

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/ dsckeltron@gmail.comfor 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 ismandatory for thefirst process (If any mistakes in enrolments or mistakes in authorization letter again, OTP may need to be regenerated). OTP time**10mins**.After OTP acknowledgement, theapplicantgets an**email confirmation**. After**email confirmation**,verifyallthedetailsandifanymistakes arefound,contactourDSCcoreteam 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 videousing Android Apps(Capricorn Customer Application).

3. IMPORTANTPOINTSTOBEREMEMBEREDWHILEFILLINGOUTTHEAUTHORIZATIONLETTER

- ✓ Thedesignationoftheapplicantshouldbethesameashisofficialgov.IDcard.Iftheapplicantdoes not have an ID card, fill out the letter of identification form.
- ✓ TheAuthorizing person'sdesignationmustbethesameontheauthorizationletter andhis official gov.id card (official stamp also).
- ✓ Makesuretheapplicant'snameisasperSparkID/Aadhaarcard.