

(n)Code eSign Paperless Registration Manual



## (n)Code Solutions CA

A DIVISION OF GUJARAT NARMADA VALLEY FERTILIZERS & CHEMICALS LIMITED

Registration process for Paperless DSC by using OTP + Video.

1. Start from Customer registration from the registration Page & click on "Insert" option. You will receive the security warning pop up on the screen as below. Click on "continue".

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in)Code Solutions - Lice     (n)Code	ensed Certifying Authority	
Renewal: *(n)Code CID	More Information Or Continue Cancel Only	
'P	lease Enter First Five characters of Name as shown in the certificate for Renewal/Copy From'	
Company Name:•	MCA21 Digital Cert. Type: • (N)21 (2-YEAR) V	
Profession: #	O Director O CA O CS O CWA O Financial Institution O Partner   O Others	
Professional ID:•	PO No/ Remarks :	
Certificate For:•	-Select- V Salutation:* . V Name:*	
Address:•	Block no. Premises	
	City State Select State V Pin	<b>~</b>
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2. Please enter the Valid Aadhaar number of applicant in Aadhaar number Box & Click on "START OTP PROCESS"

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A Certifying Author	ty initiative of Gujarat Narmada Valley Fertilizers & Chemicals Limited. Track: GD»	~
Home Reg Process • I	ra Process > Reports & Invoice > Others > LogOut NOTE: Fields marked with • are mandatory.	
	CUSTOMER REGISTRATION	
	AADHAAR NUMBER: *Optional	
START BIO	METRIC PROCESS OR START OTP PROCESS	
Biometric Device I	rivers and Supported Files Enter OTP: START EKYC PROCESS	
	enewal: Copy from :	
	*(n)Code CID Only *For Fresh Entry Only	
'Plea	Submit Submit Se Enter First Five characters of Name as shown in the certificate for Renewal/Conv From'	
Company Name:•	Digital Cert. Type: • CLASS-IIIB (2-YEAR) 🗸	
Certificate For:•	-Select- Salutation:• . V Name:•	
	? Please select ?Others? for IIIB and IIB Certificate Registrations. Depending on the "PACK" subscribed you will either be issued "Only Signing" or "Sign & Encrypt" DSCs.	
Department Name:•	e.g. "Management", "Marketing", "Manufacturing" etc.	
Address:•	Block no. Premises	
	City StateSelect State V Pin	
Contact No:•	(STD)-Phone Fax	
Nationality:•	INDIAN Email address:•	~
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3. You will find consent Message, Please click on "OK" button. This is essential, as per the CCA Guidelines, to fetch the eKYC data from UIDAI.

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A Certifying Auth	ority initia	Messa	ige from webpage			×	GUW	
Home Reg Process	Lra Proc					are n	nandatory.	
	_	I the holder of Aadhaar N	Number '282089212196' M(Ahmedabad-(n)code	, hereby give r	my	FE 200	Supported Files	
		Aadhaar number, name	and fingerprint / Iris fo	r authenticatio	on with	and and	Supported Tiles	
Renewal:		my identity information	would only be used for	Digital Signa	ture	-		
*(n)Code CID	Only	be stored / shared and w	ill be submitted to CID	R only for the	purpose	Entry	Only	
'e	ease Ente	of authentication.				rom'		
Company Name:•	MCA21			ок	Cancel	(N	)21 (1-YEAR) 🔽	
Profession: #	O Director	○ ca ○ cs ○ cwa ○	Financial Institution	🔾 Partner 🖲	Others			
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Contact No:	(STD)-Phone		Mohiles			Fax		

4. Click on "Allow" button and check on "Do not show this option again" at the end of Dialogue Box..

(	n)Code	(n)Cod	
Ś	olutions	Security Warning	
_	-Safe . e-Secure . e-Sure .	Allow access to the following application from this web site?	
	ome Reg Process > 1	Web Site: https://usercenter.ncodesolutions.com	
	inte riteg ritector i e	Application: (n)Code PKI component Publisher: GUJARAT NARMADA VALLEY FERTILIZERS & CHEMICALS LIMITED	
		This web site is requesting access and control of the Java application shown above. s. and Supported Files Allow access only if you trust the web site and know that the application is intended to run on this site.	
R	enewal: *(n)Code CID On		
		Do not show this again for this app and web site. Allow Do Not Allow	
	'Plea	se 😲 <u>More information</u> om'	
Co	mpany Name:•	MCA21 Digital Cert. Type: • (N)21 (1-YEAR)	
Pr	ofession: #	O Director O CA O CS O CWA O Financial Institution O Partner O Others	
Pr	ofessional ID:•	PO No/ Remarks :	
Ce	rtificate For:•	-Select- V Salutation:• V Name:•	
Ad	ldress:•	Block no. Premises	
		City StateSelect State V Pin	
Co	ntact No:•	(STD)-Phone Fax	





5. User will receive OTP in registered Mobile – Enter OTP and Click on "Start EKYC process".

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	A Certifying Authority init	ative of Gujarat Narmada Valley	Fertilizers & Chemicals Limited.	Track:	GO»	
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		CUSTO	MER REGISTRATION			
		AADHAAR NUMBER	R: 282089212196 *Optional			
	START BIOMETRIC PRO	CESS Supported Files	OR Enter OTP:	START OTP PROCESS 424547 X START EKYC PROCES	55	
	Renewal:	*(n)Code CID Only	Submit Copy from :	* For Fresh E	intry	
	Company Name:•	organization	Digital Cer	t. Type: • CLASS-IIIB (2-YEAF	0 🗸	
	Certificate For:•	-Select- V Salutation ?Please Depending on the "I	*•. V Name:• select ?Others? for IIIB and IIB Ce ?ACK" subscribed you will either b Encrypt" DSCs.	ertificate Registrations. e issued "Only Signing" or ":	Sign &	
	Department Name:•		e.g. "Management", "Marketing", "	Manufacturing" etc.		
	Address:•	Block no.	Premises			

6. You will receive the details from Aadhaar & it will be automatically populated and for other details, please mention the same like certificate for, salutations, etc & click on "Confirm" button to continue

Company Name:	MCA21		Digital Co	orf. Type: * (N)21 (1-)	EAR) 👻						
Profession: #	O Director O CA O	cs O cwa O Financia	Institution 🔿 Partner 🖲	Others							
Professional ID:			PO No/ R	emarks :							
Certificate For:+	MCA-21 Salutat	lion:= Mr. w Nam	e:* Pandya Krunal Rohitk	umar							
Address:*	block no. A-16,saikutir I	ounglows	Premises dharol cole	ny road,kansa N.J							
	city Visnagar	1	Rate Gujarat	₩ Pin 384315							
Contact Noce	(STD)-Phone 079 00	000000000	Hobiles 2007000000	Fax	1						
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For AADHAAR ERVC Only:#	OTP: N.A.										
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Identity Details #	O Pan @ Voter'stD C	O Pan @ Voter'sID O DrivingLic O Passport O PFAc									
7 The PA	N number is compulsory f	lor Digital Certificate re	quired for income Tax e-fi	ling from 01/Aug/2010.							
Identity Detail No.1*	123456	Cheque No.:*	123456								
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- 7. Please close the window & Click on submit.
- 8. Next, click on Continue...



Now since eKYC process is completed, we will proceed for eSign (paperless issuance).

9. Click on "Click Here to Confirm and complete eSign Based paperless DSC Registration Process.







**Registration Manual** 

10. The following message should appear. At this stage you should not refresh the page until process is completed.



11. Once the process is complete, following message will come.

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## Please Note:

- If you not receive above mentioned Message, Process is **incomplete**. You need to share cancellation request and reprocess the application.
- User will receive video verify link on his registered mobile, record the video and proceed further.