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ABOUT THIS DOCUMENT

This Instruction Kit is designed as a step by step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

User is advised to refer to the respective instruction kit for filing of webform.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II – Accessing the Form No. DIR-6 application



Part III – Instructions to fill the webform



Part IV – Key points for successful submission

Click on any section link to refer to the particular section.

1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to Rule 12(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014.

1.1 Purpose of the webform

The webform DIR-6 explains the process flow for the application for changes in particulars of Director/ Designated partner.

A director or a designated partner having an approved DIN/DPIN shall file form 'DIR-6' to intimate any change in their particulars to the Central Government within a period of 30 days of any such change.

1.2 Important Check Points while filling up the webform

- ✓ Please read instructions and guidelines carefully before filling online application forms.
- ✓ Please attach the required mandatory supporting documents in the specified format only.
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/PAN/Membership number as provided in the form.
- ✓ Please ensure that applicant of the webform is registered as Business User at the MCA portal before filing the webform.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.
- ✓ Please ensure that the authorized signatories of the company shall have an approved DIN/DPIN or valid PAN or valid membership number as applicable.
- ✓ Please note that DIN of signatory is not flagged for disqualification of director.
- ✓ Please ensure that there is no other form DIR-6 pending for approval against the DIN entered.
- ✓ Please ensure that the contents¹ provided by the applicant should not already exist in the MCA database corresponding to DIN/DPIN whose status is either 'approved' or 'deactivated on account of non-filing of DIR-3 KYC, otherwise the application shall be identified as potential duplicate.
- ✓ If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.
- ✓ Please check for any alerts that are generated using the "Notifications and alerts" function under the 'My Workspace' page in the FO user dashboard on the MCA website.

¹ The DIN/DPIN applicant is a potential duplicate if combination of any 2 of the following parameters exist in the database:
- Applicant's name (Combination of First Name, Last Name and Middle name in any sequence),
- Applicant father's name (Combination of First Name, Last Name and Middle name in any sequence) and
- Date of birth

2 PART II – ACCESSING THE FORM NO. DIR-6 APPLICATION

2.1 Application Process for Form No. DIR-6

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials²

STEP 3: Select “MCA services” and further select “E-Filing”

STEP 4: Select “Company Forms Download” module

STEP 5: Navigate to the header “DIN related filings”

STEP 6: Access “Form DIR-6 - Intimation of change in particulars of Director/ Designated partner to be given to the Central Government”

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)³

STEP 9: Submit the webform

STEP 10: SRN is generated upon submission of web form (The SRN can be used by the user for any future correspondence with MCA.)

STEP 11: Affix the DSC

STEP 12: Upload the DSC affixed pdf document on MCA portal

STEP 13: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Company Form DIR-6 through search bar on MCA homepage (website search)⁴

STEP 3: Login to MCA portal with valid credentials

STEP 4: Fill up the application

STEP 5: Save the webform as a draft (optional)³

STEP 6: Submit the webform

STEP 7: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 8: Affix the DSC

STEP 9: Upload the DSC affixed pdf document on MCA portal

STEP 10: Acknowledgement is generated

² In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Intimation of change in particulars of Director/ Designated partner to be given to the Central Government” in case the user is not already logged in.

³ The option to save the webform as a draft shall be enabled once the user enters the “DIN/DPIN”.

⁴ In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill webform ‘DIR-6’ at Field Level

Instructions to fill the webform DIR-6 are tabulated below at field level. Only important fields that require detailed instructions to be filled in the form are explained. Self-explanatory fields are not discussed.

Field No.	Field Name	Instructions
1 (a)	Director Identification Number (DIN/DPIN)	<ul style="list-style-type: none"> i. This field shall be pre-filled based on the login id of the user. ii. DIN/ DPIN provided under this field should be an approved / deactivated on account of non-filing of DIR-3 KYC form. iii. In case Income tax PAN details are not updated against DIN/DPIN then the user shall be allowed to enter disabled DIN/DPIN in this field.
1 (b)	Name	<ul style="list-style-type: none"> i. This field shall be pre-filled based on information provided by the user in field number 1 (a) i.e. “It shall be pre-filled based on DIN entered in field "Director Identification Number (DIN/DPIN)". ii. Once pre-filled the user shall not be allowed to edit this field.
2	Type of change	<ul style="list-style-type: none"> i. The user is required to select the appropriate option as a type of change from the options provided under this field in the form of checkbox. ii. In case disabled DIN is entered in field number 1 (a) i.e. ‘DIN/DPIN’, the checkbox ‘Income-tax PAN’ shall automatically be selected in this field. Upon approval of the form, status of disabled DIN/DPIN shall be changed to ‘Approved’. iii. Please note that in case ‘Nationality’ is to be updated through DIR-6, applicant must also provide details of his/her permanent as well as present address. iv. Please note that ‘View Signatory details’ service displays only the Present address and not Permanent address. v. In case of incorrect name/ father’s name/ Date of birth; director/designated partner would need to get the name corrected in the income tax PAN database before filing Form DIR-6.
3	Photograph (Attach a latest passport size photograph by clicking on above box)	<ul style="list-style-type: none"> i. This field shall be enabled and mandatory In case "Photograph of director/ designated partner" is selected in field number 2 i.e., "Type of change". ii. Please attach a latest passport size photograph in .JPG format in the photograph box.
	Remove Photograph	<ul style="list-style-type: none"> iii. Please note that the size of the photograph should not exceed 1 MB.

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Field No.	Field Name	Instructions
		iv. An option to remove the photograph is also available to the user as “Remove photograph” action button which shall be enabled post the photograph has been successfully attached in photograph box.
5	Name of director/ designated partner (Enter full name and do not use abbreviations)	<p>i. In case the name of Director/ Designated Partner is to be corrected, enter the correct full name.</p> <p>ii. In case of Indian citizen, the user shall not be allowed to enter single a lphabet in his/her first name field.</p>
(a)	First name	iii. Either first name or last name of the director/ designated partner is mandatory.
(b)	Middle name	iv. Please note that the name shall be verified based on PAN. Single name shall be allowed in Form DIR-6 in Director's name and Father's name only if same single name is there in Income tax PAN database.
(c)	Last name	
6	Father's name (Even married women must enter details of father's name)	<p>i. User is not allowed to enter a single a lphabet in this field.</p> <p>ii. Either of applicant's father's First name or Last name shall be mandatory to enter. Abbreviated names are allowed for applicants having foreign nationality.</p>
(a)	First name	iii. Please note that the name shall be verified based on PAN. Single name shall be allowed in Form DIR-6 in Director's name and Father's name only if same single name is there in Income tax PAN database.
(b)	Middle name	
(c)	Last name	iv. Prefixes like Mr. / Ms. / Kumari/ Shri etc. are not acceptable. The name should be filled exactly as given in the identity proof, including the spelling. Please ensure that you provide the first, middle and last name in the respective fields.
7	Nationality	<p>i. This field shall be enabled and mandatory in case 'Nationality' or 'Director's name' or Father's name or 'Date of birth' is selected in field number 2 i.e., 'Type of change'.</p> <p>ii. Please note that this field shall be prefilled as India and shall be non-editable for the user in case 'Yes' is selected in field number 4 i.e. 'Whether a citizen of India'.</p> <p>iii. In case the field is not prefilled the user shall have to manually enter the nationality details in this field.</p>
11	Income-tax permanent account number	<p>i. This field shall be displayed and mandatory in case any one of the following is selected as an option in field number 2 i.e., “Type of change”:</p> <ul style="list-style-type: none"> ▪ Income tax PAN ▪ Name of director/ designated partners AND ‘Yes’ is selected in field ‘Whether a citizen of India ▪ Father's name' AND ‘Yes’ is selected in field ‘Whether a citizen of India

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Field No.	Field Name	Instructions
		<ul style="list-style-type: none"> ▪ Nationality AND 'Yes' is selected in field 'Whether a citizen of India ▪ Date of birth AND 'Yes' is selected in field 'Whether a citizen of India
	Verify income-tax PAN	<p>ii. Please enter a valid 10 digit PAN.</p> <p>This action button shall be mandatory for the user to click in case PAN is provided in field number 11 i.e., 'Income-tax permanent account number'.</p>
	Income tax PAN attachment	<p>i. This attachment shall be enabled and mandatory for the user to attach in case PAN is provided in field number 11 i.e., 'Income-tax permanent account number'.</p> <p>ii. Please note that only a single attachment is allowed in this field.</p> <p>iii. The attachment shall be either in pdf or .jpg format up to a limit as specified in the webform.</p> <p>iv. The user shall also be provided an option to remove the attachment using the "Remove attachment" button.</p>
	Remove attachment	
12	Aadhaar number	<p>i. Please enter a valid 12 digit Aadhaar number in this field.</p> <p>ii. This field shall be displayed and mandatory in case any one of the following is selected as an option in field number 2 i.e., "Type of change":</p> <ul style="list-style-type: none"> ▪ Aadhaar Number ▪ Name of director/ designated partner ▪ Father's name ▪ Date of birth ▪ Gender
	Aadhaar number attachment	<p>i. This attachment shall be enabled and mandatory for the user to attach in case Aadhaar number is provided in field number 12 i.e., 'Aadhaar number'.</p> <p>ii. The attachment shall be either in pdf or .jpg format.</p> <p>iii. Please note that the size of the attached document shall be less than 1 MB.</p>
	Remove attachment	<p>iv. The user shall also be provided an option to remove the attachment using the "Remove attachment" action button.</p>

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Field No.	Field Name	Instructions
13	Voter's identity card number	<ol style="list-style-type: none"> i. Please enter a valid Voter ID card number in this field. ii. This field shall be displayed and mandatory in case any one of the following is selected as an option in field number 2 i.e., "Type of change": <ul style="list-style-type: none"> ▪ Voters Identity Card Number ▪ Name of director/ designated partner ▪ Father's name ▪ Date of birth ▪ Gender
	Voter's identity card attachment	<ol style="list-style-type: none"> i. This attachment shall be enabled and mandatory for the user to attach in case Voter's identity card number is provided in field number 13 i.e., 'Voter's identity card number'. ii. The attachment shall be either in pdf or .jpg format. iii. Please note that the size of the attached document shall be less than 1 MB. iv. The user shall also be provided an option to remove the attachment using the "Remove attachment" button
	Remove attachment	
14	Passport number	<ol style="list-style-type: none"> i. Please enter a valid 12 digit passport number in this field. ii. This field shall be displayed and mandatory in case any one of the following is selected as an option in field number 2 i.e., "Type of change": <ul style="list-style-type: none"> ▪ Passport Number or 'Nationality' selected is other than 'India' ▪ Name of director/ designated partner ▪ Father's name ▪ Date of birth ▪ Gender
	Passport attachment	<ol style="list-style-type: none"> i. This attachment shall be enabled and mandatory for the user to attach in case Passport number is provided in field number 14 i.e., Passport number'. ii. The attachment shall be either in pdf or .jpg format. iii. Please note that the size of the attached document shall be less than 1 MB. iv. The user shall also be provided an option to remove the attachment using the "Remove attachment" button
	Remove attachment	
15	Driving license number	<ol style="list-style-type: none"> i. Please enter a valid Driving license number in this field. ii. This field shall be displayed and mandatory in case any one of the following is selected as an option in field number 2 i.e., "Type of change": <ul style="list-style-type: none"> ▪ Driving license number ▪ Nationality is selected other than 'India' ▪ Name of director/ designated partner ▪ Father's name

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Field No.	Field Name	Instructions
		<ul style="list-style-type: none"> ▪ Date of birth ▪ Gender
	Driving license attachment	<ol style="list-style-type: none"> i. This attachment shall be enabled and mandatory for the user to attach in case Driving license number is provided in field number 15 i.e., 'Driving license number'. ii. The attachment shall be either in pdf or .jpg format. iii. Please note that the size of the attached document shall be less than 1 MB.
	Remove attachment	<ol style="list-style-type: none"> iv. The user shall also be provided an option to remove the attachment using the "Remove attachment" button
19	Interest in other entities	<ol style="list-style-type: none"> i. This label and subsequent fields below shall be displayed, enabled and Mandatory in case 'Interest in other entities' is selected in field 'Type of change' ii. Based on the number entered in field number 19(a) i.e., "Number of such entities" subsequent fields from 'S.no.' to 'Amount' will be regenerated.
	Attachments:	All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
(a)	Proof of change in residence of applicant	This attachment shall be mandatory for the user to attach in case "Present residential address", or "Permanent residential address" is selected in field number 2 i.e., "Type of change".
(b)	Proof of change in Gender	This attachment shall be mandatory for the user to attach in case "Gender" is selected in field number 2 i.e., "Type of change".
(c)	Optional attachments, if any	<ol style="list-style-type: none"> i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments.
	To be digitally signed by Applicant	Please ensure that the webform is digitally signed by the same person i.e., applicant who is filing the application.
	Certification	It is mandatory to select all the checkboxes.
	Certificate by Practicing Professional To be digitally signed by Category	The webform shall be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the webform.
	Whether Associate or Fellow	Select the relevant category of the professional and whether he/ she is an associate or fellow.

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Field No.	Field Name	Instructions
	Membership number	i. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number.
	Certificate of practice number	ii. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number. iii. Please ensure that the membership/ certificate of practice number of the professional corresponds to the 'Associate' or 'Fellow' member category selected in the webform.

3.2 Other instructions to fill Form No. DIR-6

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Choose File</div>	<ul style="list-style-type: none"> i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to Form No. DIR-6. ii. All the attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be up to 10 MB. iii. The user has an option to attach multiple files as attachments within the form.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Remove</div>	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Download</div>	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Save</div>	<ul style="list-style-type: none"> i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. ii. The ‘Save’ option will be enabled only after entering the <i>DIN/DPIN</i>. iii. This is an optional field. iv. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Submit</div>	<ul style="list-style-type: none"> i. This is a mandatory field. ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies the webform. In case errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

This section is not applicable.

4.2 Processing Type

DIR-6 form shall be processed in STP mode and shall be taken on record through electronic mode without any further processing. Ensure that all particulars in the webform are correct. There is no provision for resubmission of this webform.

4.3 Useful links

1. Link to access Form No. DIR-6: <https://www.mca.gov.in/MinistryV2/companyformsdownload.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>