

Instruction Kit for Form No. DIR-3C  
(Intimate information of directors, managing director, manager  
and secretary by an Indian company)

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## ABOUT THIS DOCUMENT

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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 each webform.*

This document is divided into following sections:



**Part I – Law(s) governing the webform**



**Part II– Accessing Form No. DIR-3C 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

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Pursuant to Section [157](#) of the Companies Act, 2013 & Rule [10A\(2\)](#) of the Companies (Appointment and Qualification of Directors) Rules, 2014.

### 1.1 Purpose of the webform

Form No. DIR-3C aims to simplify the process for filing the intimation of Director Identification number (DIN) by the company to the Registrar.

Every director shall inform all the companies in which he/she is a director, of the DIN allotted to him/her in webform DIR-3B within 30 days of the receipt of intimation of approval of DIN. Similarly, the Secretary and Manager of a company shall inform the company of their Income-tax Permanent Account Number (PAN). Company needs to further inform about DIN of the directors to the Registrar in 'Form No. DIR-3C' within 15 days of receiving the intimation.

### 1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application webforms.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant is registered as a business user on the MCA portal before filing the webform.*
- ✓ *Please ensure that the company is registered with MCA and has a valid CIN.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.*
- ✓ *Please ensure that the signing authority of the webform has an approved DIN or valid PAN/membership number.*
- ✓ *Please ensure that the DSC of the signatory attached in the webform is registered on MCA portal against the DIN/PAN/Membership number as provided in the webform.*
- ✓ *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 ensure that the signatory's DIN is not flagged for disqualification.*
- ✓ *Please ensure that the status of the company is active or dormant or active in progress.*
- ✓ *Please ensure that the date of appointment entered in the webform should be less than the date on which filing with regular DIN is enabled.*
- ✓ *Please ensure that the webform being filed is not a duplicate filing of DIN/PAN for which the filing has already been done by the company.*
- ✓ *Please note that the webform DIR-3C cannot be filed, in case the DIN is already associated with the company.*
- ✓ *Please ensure that the director being appointed is not marked for disqualification.*
- ✓ *Please ensure in case of appointment of an independent director / change in designation to an independent director, the entered DIN and the PAN/Passport number (In case of Indian National/ Foreign National) associated with the entered DIN, is registered with IICA.*
- ✓ *Please note normal fee shall be applicable if the webform is filed within 7 days of the earliest date of event as entered in the webform. Thereafter, additional fee shall be applicable as per the existing fee rules.*

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- ✓ *Please note user can enter different dates of event only if these are within 7 days of each other and within 7 days of the system date, else he would be required to file separate 'Form No. DIR-3C'.*
- ✓ *Please note in case date of event is not entered (where webform is being filed for only Secretary and/ or Manager), only normal filing fee shall be applicable. There shall not be any additional fee in such case.*

## 2.1 Application Process for Form No. DIR-3C

### 2.1.1 Initial Submission

#### 2.1.1.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**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 “Intimate information of directors, managing director, manager and secretary by an Indian company (Form No. DIR-3C)”

**STEP 7:** Enter CIN information<sup>2</sup>

**STEP 8:** Search CIN using the search option (optional)<sup>3</sup>

**STEP 9:** Select CIN from the dropdown option (optional)<sup>4</sup>

**STEP 10:** Fill up the application

**STEP 11:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 12:** Submit the webform

**STEP 13:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

**STEP 14:** Affix the DSC

**STEP 15:** Upload the DSC affixed pdf document on MCA portal

**STEP 16:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 17:** Acknowledgement is generated

**STEP 18:** Once the webform is processed an intimation mail for approval/rejection of the webform is sent to the registered Email ID of the user

#### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access Form No. DIR-3C through search bar on MCA homepage (website search)<sup>6</sup>

**STEP 3:** Login to MCA portal with valid credentials

**STEP 4:** Enter CIN information<sup>2</sup>

**STEP 5:** Search CIN using the search option (optional)<sup>3</sup>

**STEP 6:** Select CIN form the dropdown option (optional)<sup>4</sup>

<sup>1</sup> 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 “Intimate information of directors, managing director, manager and secretary by an Indian company” in case the user is not already logged in.

<sup>2</sup> In case the user filling the webform is a company user then, CIN and company name will be auto populated based on the user id from which the user logs in.

<sup>3</sup> In case the user filling the webform is a Professional user, a search option will be provided on the page allowing the user to search for CIN basis name of company.

<sup>4</sup> In case the user filing the webform is any other business user, a dropdown option containing a list of all the CINs and corresponding company name for company’s where the user is associated shall be displayed.

<sup>5</sup> The option to save the webform as a draft shall be enabled once the user enters the CIN.

<sup>6</sup> 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.

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**STEP 7:** Fill up the application

**STEP 8:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 9:** Submit the webform

**STEP 10:** SRN is generated upon submission of webform (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:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 14:** Acknowledgement is generated

**STEP 15:** Once the webform is processed an intimation mail for approval/rejection of the webform is sent to the registered Email ID of the user

## 2.1.2 Resubmission

### 2.1.2.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Access application history through user dashboard

**STEP 4:** Select 'Form No. DIR-3C' application with status as 'Resubmission required'

**STEP 5:** Fill up the application

**STEP 6:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 7:** Submit the webform

**STEP 8:** SRN is updated

**STEP 9:** Affix the DSC

**STEP 10:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

**STEP 11:** Resubmission of webform (In case the user does not complete re-submission of the webform and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 12:** Acknowledgement is generated

**STEP 13:** Once the webform is processed an intimation mail for approval/rejection of the webform is sent to the registered Email ID of the user

### 2.1.2.2 Option 2

**STEP 1:** Click on the link provided in the notification email sent (received for resubmission)

**STEP 2:** Login to MCA portal with valid credentials

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<sup>7</sup> For the SRN's that are marked 'Resubmission required', the user is required to update the details in the webform and complete submission (including the upload of DSC affixed pdf) within 15 days from the date the BO user has sent the SRN back for resubmission.

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**STEP 3:** Fill up the application

**STEP 4:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 5:** Submit the webform

**STEP 6:** SRN is updated

**STEP 7:** Affix the DSC

**STEP 8:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

**STEP 9:** Resubmission of webform (In case the user does not complete re-submission of the webform and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 10:** Acknowledgement is generated

**STEP 11:** Once the webform is processed an intimation mail for approval/rejection of the webform is sent to the registered Email ID of the user

### 3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific Instructions to fill ‘Form No. DIR-3C’ at Field Level

*Instructions to fill ‘Form No. DIR-3C’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

| Field No. | Field Name  | Instructions   |
|-----------|---|--|
| 1         | Corporate Identity Number (CIN)   | <ul style="list-style-type: none"> <li>i. In case of company users, CIN of the company shall be <b>pre-filled</b> based on the User ID entered by the user.</li> <li>ii. This field shall be non-editable to the user in case the field is prefilled based on user ID.</li> <li>iii. In all the other cases, the user shall have to manually enter CIN of the company in this field.</li> <li>iv. CIN entered shall be valid CIN.</li> </ul> |
| 2 (a)     | Name of the company   | <ul style="list-style-type: none"> <li>i. This field shall be prefilled based on CIN entered in field number 1 i.e. ‘Corporate identity number (CIN) of company’.</li> <li>ii. This field shall be non-editable to the user.</li> </ul>  |
| 2 (b)     | Address of the registered office of the company   | <ul style="list-style-type: none"> <li>i. This field shall be prefilled based on CIN entered in field number 1 i.e. ‘Corporate identity number (CIN) of company’.</li> <li>ii. This field shall be non-editable to the user.</li> </ul>  |
| 3         | Email ID  | Kindly ensure to enter valid E-mail ID.  |
| 4         | Authorised capital (in Rupees)  | <ul style="list-style-type: none"> <li>i. Kindly ensure to enter authorised capital in this field.</li> <li>ii. The amount entered shall be greater than zero.</li> </ul>  |
| 5         | Number of Members of the company  | <ul style="list-style-type: none"> <li>i. This field shall be enabled and mandatory in case if no positive integer is entered in field number 4 i.e. ‘Authorised capital (in Rupees)’.</li> <li>ii. Kindly ensure that entered number is a positive integer.</li> </ul>  |
| 6         | Paid-up capital (in Rupees)   | <ul style="list-style-type: none"> <li>i. This field shall be enabled and mandatory in case authorised capital entered in field number 4 i.e. ‘Authorised capital (in Rupees)’.</li> <li>ii. Kindly ensure that entered number should be less than or equal to authorised capital.</li> </ul>  |
| 7 (a)     | Total number of Managing Director, Director(s) as on the date of filing of this form        | Kindly ensure that entered number should be greater than or equal to 2 for private limited company and 3 for public limited company.   |
| 7 (b)     | Number of managing director, director(s) (Enter here the total number of managing director, | <ul style="list-style-type: none"> <li>i. The number entered shall be greater than zero and less than 12.</li> <li>ii. Kindly ensure that entered number should be less than or equal to the number entered in field number 7 (a) i.e. ‘Total</li> </ul>   |



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| Field No. | Field Name  | Instructions  |
|-----------|---|---|
|           | directors for which the form needs to be filed)                       | number of Managing Director, Director(s) as on the date of filing of this form’.  |
| 8         | <b>Details of the managing director, director(s) of, the company.</b> | i. This field shall be enabled and mandatory if any value is entered by user in field number 7 (b) i.e. ‘Number of managing director, director(s) (Enter here the total number of managing director, directors for which the form needs to be filed)’.  |
| 8 (a)     | Director Identification number  | ii. DIN entered shall be valid and unique DIN.  |
| 8 (b)     | Full name   | i. These field shall be enabled and mandatory if any value is entered by user in field number 7 (b) i.e. ‘Number of managing director, director(s) (Enter here the total number of managing director, directors for which the form needs to be filed)’. |
| 8 (c)     | Father’s Name   | ii. These fields shall be prefilled based on DIN entered in field number 8 (a) i.e. ‘Director Identification number’.   |
| 8 (d)     | Present Residential Address   |   |
| 8 (e)     | Date of birth   |   |
| 8 (f)     | Date of approval of DIN by the Central Government                     |   |
| 8 (g)     | Date of receipt of Form DIN-2 / DIR 3B from director                  | i. Date entered shall be greater than or equal to date entered in field number 8 (f) i.e. ‘Date of approval of DIN by the Central Government’.  |
|           |   | ii. Date entered shall be less than or equal to the system date   |
| 8 (k)     | Whether Chairman, Executive director, Non-Executive Director          | i. This field shall be enabled and mandatory if any value is entered by user in field number 7 (b) i.e. ‘Number of managing director, director(s) (Enter here the total number of managing director, directors for which the form needs to be filed)’.  |
|           |   | ii. User shall not be able to select Executive director and non-Executive director both together (only one of these two can be selected).   |
|           |   | iii. It shall be mandatory to select either executive director or non-executive director if the option ‘chairman’ is selected by user.  |
|           |   | iv. User shall not be able to select Option ‘Non-executive director’ if designation selected is Whole-time director or Managing director in field number 8(i) i.e. “Designation”.   |

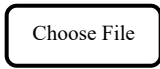


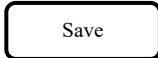
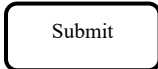
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| Field No. | Field Name  | Instructions   |
|-----------|---|--|
| 8 (l)     | DIN of the director to whom the appointee is alternate            | <ul style="list-style-type: none"> <li>i. DIN entered shall be valid and approved DIN.</li> <li>ii. DIN entered shall be different from the DIN entered in field number 8 (a) i.e. 'Director Identification number' within the same block of the director details.</li> </ul>  |
| 8 (m)     | Name of the director to whom the appointee is alternate           | <ul style="list-style-type: none"> <li>i. This field shall be prefilled based on DIN entered in field number 8 (l) i.e. 'DIN of the director to whom the appointee is alternate'.</li> <li>ii. This field shall be non-editable to user.</li> </ul>  |
| 8 (n)     | Name of the company or institution whose nominee the appointee is | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory to the user if any value is entered in field number 7 (b) i.e. 'Number of managing director, director(s) (Enter here the total number of managing director, directors for which the form needs to be filed)' and if the designation selected in field number 8 (i) i.e. 'Designation 'is nominee director.</li> <li>ii. User shall not be allowed to enter single alphabet in this field.</li> </ul>   |
| 8 (o)     | Date of appointment   | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory to the user if any value is entered in field number 7 (b) i.e. 'Number of managing director, director(s) (Enter here the total number of managing director, directors for which the form needs to be filed)'.</li> <li>ii. Date entered by user shall be less than or equal to the system date</li> <li>iii. Date entered shall be greater than or equal to 18 years from the date of birth of the director corresponding to the DIN entered in field number 8 (a) i.e. 'Director Identification number'.</li> </ul> |
| 9         | <b>Details of the Manager or Secretary of the company</b>         |  |
| 9 (a)     | Income-tax permanent account number (PAN)                         | <ul style="list-style-type: none"> <li>i. These field shall be displayed and mandatory, if Income tax PAN is entered in field number 9 (a) i.e. 'Income-tax permanent account number (PAN)'</li> <li>ii. Kindly ensure to details of manager/secretary.</li> <li>iii. Kindly ensure PAN entered in any of the two blocks for Manager and Secretary details should be unique with respect to same designation selected in the designation field.</li> <li>iv. Kindly ensure to provide details in these fields.</li> </ul>  |
| 9 (b)     | First name  |  |
| 9 (c)     | Middle name   |  |
| 9 (d)     | Last name   |  |
| 9 (e)     | Father's Name   |  |
| 9 (f)     | Present residential address                                       |  |
| 9 (q)     | Date of birth   | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory, if Income tax PAN is entered in field number 9 (a) i.e. 'Income-tax permanent account number (PAN)'</li> <li>ii. Date entered shall be less than or equal to system date.</li> </ul>  |

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| Field No. | Field Name  | Instructions   |
|-----------|---|--|
| 9 (s)     | Date of appointment   | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory, if Income tax PAN is entered in field number 9 (a) i.e. 'Income-tax permanent account number (PAN)'.</li> <li>ii. Date entered shall be less than or equal to system date.</li> <li>iii. Date entered shall be greater than or equal to 18 years from date entered in field number 9 (q) i.e. 'Date of birth'.</li> </ul> |
|           | <b>Attachments</b>  | All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.  |
| (a)       | Copy of Form DIN-2/DIR-3B   | <ul style="list-style-type: none"> <li>i. This attachment shall be mandatory for the user if date is entered in field number 8 (g) i.e. 'Date of birth'.</li> </ul>  |
| (b)       | Optional attachments – if any   | <ul style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> </ul>  |
|           | <b>Verification</b>   | Please select the checkboxes.  |
|           | I have been authorised by the board of directors' resolution dated (DD/MM/YYYY) to sign and submit this form.   | User shall ensure to enter date less than or equal to system date in this field.   |
|           | To be digitally signed by (Managing director or director or manager of the company)   | The webform shall be certified by a Manager /Managing director/Director.   |
|           | Designation   | Select the relevant designation from the dropdown whether he/she is Manager /Managing director/Director.   |
|           | Director identification number of the director  | Kindly ensure to provide approved and unique DIN in the field.   |
|           | <b>Certificate by Practicing Professional</b><br>To be digitally signed by Company secretary in whole time practice or the company secretary in full time employment with the company | The webform shall be certified by a company secretary (in whole-time practice) or the company secretary (in full time employment with the company) by digitally signing the webform.   |
|           | Designation   | Select the relevant designation from the dropdown whether he/she is company secretary (in whole-time practice) or the company secretary (in full time employment with the company).  |
|           | Membership number of the secretary  | Kindly ensure to provide valid Membership number.  |

### 3.2 Other instructions to fill 'Form No. DIR-3C'

| Buttons   | Particulars  |
|---|--|
|    | <ul style="list-style-type: none"> <li>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-3C.</li> <li>ii. All attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be <b>up to 10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the webform.</li> </ul>   |
|    | <p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>  |
|    | <p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>   |
|    | <ul style="list-style-type: none"> <li>i. Click on “Save” button for saving the application in a draft webform at any given point in time prior to submitting the webform.</li> <li>ii. The “Save” option will be enabled only after entering the <i>CIN</i>.</li> <li>iii. This is an optional field.</li> <li>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.</li> <li>v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>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.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ul>   |

#### 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

##### 4.1 Fee rules

| S# | Purpose of webform   | Normal Fee   | Additional (Delay Fee) | Logic for Additional Fees  |                              |
|----|--|--|------------------------|--|------------------------------|
|    |  |  |                        | Event Date   | Time limit (days) for filing |
| 1  | Intimation of Director Identification number by the company to the Registrar | The Companies (Registration of offices and fees) Rules, 2014 (Refer Table 1 and Table 2 below) |                        | 15 days of receipt of intimation by company (earliest date in the webform) | 15 days                      |

*Fee payable is subject to changes in pursuance of the Act, or any rule or regulation made, or notification issued thereunder.*

##### 4.1.1 The Companies (Registration of offices and fees) Rules, 2014

Table 1

##### Normal filing fees

##### In case of company having share capital

| S# | Nominal share capital (INR) | Normal Fee applicable (INR) |
|----|-----------------------------|-----------------------------|
| 1  | Less than 1,00,000          | 200                         |
| 2  | 1,00,000 to 4,99,999        | 300                         |
| 3  | 5,00,000 to 24,99,999       | 400                         |
| 4  | 25,00,000 to 99,99,999      | 500                         |
| 5  | 1,00,00,000 or more         | 600                         |

##### *In case of company not having share capital*

##### Normal Fee applicable (INR)

200

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Table 2

Additional Fees in case of delay in filing of forms

| S# | Period of delay                      | Additional fee payable (INR)   |
|----|--------------------------------------|--------------------------------|
| 1  | Up to 15 days                        | 1 times of normal filing fees  |
| 2  | More than 15 days and up to 30 days  | 2 times of normal filing fees  |
| 3  | More than 30 days and up to 60 days  | 4 times of normal filing fees  |
| 4  | More than 60 days and up to 90 days  | 6 times of normal filing fees  |
| 5  | More than 90 days and up to 180 days | 10 times of normal filing fees |
| 6  | More than 180 days                   | 12 times of normal filing fees |

#### 4.2 Processing Type

Form No. DIR-3C shall be processed in non STP mode.

#### 4.3 Useful links

1. Link to access Form No. DIR-3C: <https://www.mca.gov.in/MinistryV2/companyformsdownload.html>
2. FAQ's 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>

#### 4.4 Rejection codes

| S# | Description  |
|----|--|
| 1  | Documents attached are not proper/legible,                     |
| 2  | Documents attached are not valid,                              |
| 3  | Information provided is not matching with the company records, |
| 4  | Information in Form is incorrect.                              |
| 5  | Others   |