

Form DIN 4

INSTRUCTIONS FOR FILLING OF EFORM-DIN4

(Intimation of change in particulars of Director/ Designated Partner to be given to the Central Government)

S. No.	Detailed instructions for filling the form
	<p>Note:</p> <ul style="list-style-type: none">There is no fee for filing of this eForm.There shall be no requirement for physical submission of the documents at the DIN cell. All the necessary documents shall need to be scanned and attached in the eForm and submitted online.It shall be mandatory to enter email ID and mobile number in all cases.Instructions are not provided for the fields which are self explanatory.This eForm shall be taken on record through electronic mode without any processing at the DIN Cell. Ensure that all particulars in the eForm are correct. However, if the contents specified in the form matches with an already filled DIN application form, then the application shall be marked as a potential duplicate and shall then be processed by DIN Cell.In case of Indian nationals, it shall be mandatory to enter Income tax PAN. Moreover, all existing DIN holders who have not furnished their PAN earlier at the time of obtaining DIN, are required to furnish their PAN by filling Form DIN-4 by 30th April 2012.
1	Enter approved Director Identification Number (DIN) and click the "Pre-Fill" button. The system will automatically display the name of director/ designated partner.
2	Select the type of change(s). Based on the type of change, appropriate field(s) shall be enabled.
Photograph	It is mandatory to attach photograph giving front view of the full face of the applicant. To attach the photograph, click on the box provided. Latest photograph of the applicant in JPEG format only should be attached.
3 (a-c)	<p>In case Director's/ Designated Partner's name is to be corrected, enter the correct full name.</p> <p>Copy of Gazette notification should be separately attached if name is different on the identity proof. For example PAN card is taken first and thereafter director has applied for the DIN with changed name. Similarly copy of marriage certificate (in the case of female applicant) should be separately attached if name is different on the identity proof.</p> <p>Single alphabet is not allowed in field 'first name' and 'last name' in case director/ designated partner is Indian. Field "Middle Name" is an optional field. You should enter it only if a middle name exists.</p> <p>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 your first, middle and last name in the respective fields.</p> <p>It is mandatory to enter either applicant's first name or applicant's last name. However, in case of Indian nationals, single name shall be allowed only in case same single name is there in Income tax PAN.</p>
4 (a-c)	<p>In case father's name is to be corrected, enter the correct full name.</p> <p>Single alphabet is not allowed in field 'first name' and 'last name' in case applicant is Indian. Field "Middle Name" is an optional field. You should enter it if a middle name exists on the evidence.</p> <p>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. Father's name proof is not required in the case of foreign nationals / NRIs.</p> <p>It is mandatory to enter either father's first name or father's last name. However, in case of Indian nationals, single name shall be allowed only in case same single name is there in Income tax PAN.</p>

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6A	In case residential status of director/ designated partner is to be updated, select whether the director or designated partner is resident in India or not.
9	In case of Indian national, it is mandatory to enter Income tax PAN in all cases even if there is no change in Income-tax PAN. In such case, it shall be mandatory to click on 'Verify income-tax PAN' button. Director's/ Designated Partner's name (first, middle and last name), Father's name (first, middle and last name) and date of birth should be verified from the income-tax PAN details.
15	If permanent address is to be corrected, enter the details matching exactly with the residence proof. In case, the country selected is other than India, and you do not have PIN Code, enter 'NA'. In case of foreign nationals, state can be mentioned in address/ city.
16-17	In case present residential address is to be corrected, enter the details matching exactly with the residence proof. In case, the country selected is other than India, and you do not have PIN Code, enter 'NA'.
Certification	Select the relevant check boxes.
Attachments	<u>Proof of Identity of director/ designated partner</u> In case of Indian nationals, Income-tax PAN is a mandatory requirement for proof of identity. In case of foreign nationals, passport is a mandatory requirement for proof of identity.
	<u>Proof of residence of director/ designated partner</u> Address proofs like bank statements, electricity bill, telephone bill, utility bills etc. shall be attached. In case of Indian director/ designated partner, documents should not be older than 2 months from the date of filing of the form. In case of foreign director/ designated partner, address proof should not be older than 1 year from the date of filing of the eForm.
	<u>Copy of verification by the director/ designated partner</u> It is mandatory to provide this attachment if the eForm. Format for the same is provided below.
	In case of proofs which are in languages other than Hindi/ English, the proofs should be translated in Hindi / English from professional translator carrying his details (name, signature, address) and seal. Other supporting documents like affidavit in case of single name etc. or any other information can be provided as an optional attachment.
Attestation of documents	If eForm is digitally signed by a Chartered Accountant (CA) or Cost Accountant (CWA) or Company Secretary (CS) (in whole time practice) The supporting documents attached shall be self attested by the applicant. If eForm is digitally signed by secretary (who is member of ICSI), in whole time employment of existing company The supporting documents attached shall be either self attested by the applicant or duly attested by either Public Notary or a Gazette Officer of a Government. The attesting authority must indicate the following while attesting the documents:- (i) Signatures; (ii) Name in full in Capitals; (iii) Registration No.; and (iv) Seal/ Stamp. In case, the director/ designated partner is residing outside India , then the attached supporting documents should be attested by the Consulate of the Indian Embassy, Foreign public notary. In case of director the supporting documents can also be attested by the Company secretary in full time employment, CEO or Managing director of the Indian company in which he / she is a director. If a foreign director/ designated partner has a valid Indian visa or Person of Indian Origin card or Overseas Citizen of India card, then the attestation could also be done by Public Notary / Gazetted Officer in India or practicing CA / CS / CWA.
Digital	In case eForm is signed by Chartered Accountant (in whole time practice) or Cost Accountant

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Signature and certification	<p>(in whole time practice) or Company Secretary (in whole time practice)</p> <p>Select whether he/ she is an associate or fellow.</p> <p>In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.</p>
	<p>In case eForm is signed by secretary (who is member of ICSI), in whole-time employment, of existing company in which the applicant is proposed to be a director</p> <p>Enter Membership number of the secretary in whole-time employment of existing company.</p> <p>Enter Corporate Identity Number (CIN) of the company of such secretary. Status of the CIN should be 'Active'.</p> <p>You can find the CIN by entering the existing registration number of the company in the 'Find CIN/GLN' service at the portal (www.mca.gov.in).</p> <p>Click Pre-fill button. System will automatically display the name of the company.</p> <p>It shall be validated that the person (whose Membership number is entered) is associated with the company (whose CIN is entered).</p>
Pre scrutiny	<p>After the check eForm is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step.</p>

Verification of director/ designated partner in case of Form DIN-4 as per Annexure- 2 of the DIN rules

I, (name of director/ designated partner), Son/Daughter* of(director's/ designated partner's father's name), born on(date of birth), resident of (present residential address of the director/ designated partner) hereby confirm and verify that the particulars given in the Form DIN-4 are true and correct and also are in agreement with the document being attached to the Form DIN-4.

- (i) I have applied for change of:-
- a) Director/ Designated Partner Name (along with proof and in case of change of name a copy of Notification published in the Gazette)
 - b) Father's name (along with proof)
 - c) Nationality (along with proof)
 - d) Date of Birth (along with proof and in case of change in date of birth, copy of Notification published in the Gazette)
 - e) Gender (along with proof)
 - f) Income –Tax Permanent Account Number (along with proof)
 - g) Voters Identity Card Number (along with proof)
 - h) Passport Number (along with proof)
 - i) Driving License Number (along with proof)
 - j) Email ID/ Mobile (along with declaration)
 - k) Permanent residential address (along with proof)
 - l) Present residential address (along with proof)
 - m) Photograph of director/ designated partner
 - n) Residential status
 - o) Verification as per Annexure-1 of DIN rules
 - p) Verification as per Annexure-2 of DIN rules

I further confirm that

- (ii) The photograph and document attached to the Form DIN-4 belongs to me. I further confirm that all required documents have been duly attested by me or duly attested by either Public Notary or a Gazetted Officer of a Government and are attached to the Form DIN-4 and
- (iii) I am not restrained/ disqualified/ removed of, for being appointed as director of a company under the provisions of Companies Act, 1956 including Section 203, 274, 284 and 388 (E) of the said Act or for being appointed as a designated partner of a limited liability partnership under the provisions of the Limited Liability Partnership Act, 2008 including section 5 of the said Act and
- (iv) I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court and
- (v) I have no any other allotted Director Identification Number (DIN) other than DIN in which changes are intimated under Section 266 B of the Companies Act, 1956 or a Designated Partner Identification Number (DPIN) under section 7 of the Limited Liability Partnership Act, 2008.

(vi) Mr/ Ms CA/ CS/ CWA in practice has been authorised to digitally sign DIN application on my behalf.

*Note: Strike out whichever is not applicable.

Signature:
(Name)

Common Instruction Kit

Buttons	Particulars
Pre-Fill	When the user clicks the Pre-Fill button after entering the Director Identification Number (DIN) in eForm, the name is displayed by the system. You are required to be connected to the internet for pre-filling.
Attach	Click the Attach button corresponding to the document you wish to attach. In case you wish to attach any other document, click the Optional Attachment button (Through Optional attachment, you can attach maximum five attachments).
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.
Check Form	Once the eForm is filled up, click the Check Form button for form level validation, for example, to check whether all the mandatory fields have been filled or not. If an error is displayed, rectify the error and click the "Check Form" button again. When the form level validation is complete, the message, "Form level pre scrutiny is successful", is displayed. The form level validation (Check Form) is done without being connected to the Internet.
Modify	The "Modify" button gets enabled after the check form is done. By clicking this button, you can make changes in the filled eForm. The digital signatures, if already attached, shall be removed. Once you have changed the filled eForm, click the Check Form button again.
Pre scrutiny	The "Pre scrutiny" button gets enabled once check form is done. You are required to be connected to the Internet for pre scrutiny. On pre-scrutiny, the system level check is performed and if there are any errors, the same are displayed to the user. After correcting the pre scrutiny errors, attach the digital signature on the eForm in the signature field.
Upload eForm	Once the eForm is pre scrutinised, filled and signed, it is ready for uploading on the MCA21 portal. Login to the MCA21 portal with your user ID and password for uploading the eForm.
Country Code	The list of country code required to be mentioned in the form are as follows:

Note: User is advised to refer to eForm specific instruction kit.

List of ISO Country Code

Country Name	Country Code	Country Name	Country Code
AFGHANISTAN	AF	LIBERIA	LR
ÅLAND ISLANDS	AX	LIBYAN ARAB JAMAHIRIYA	LY
ALBANIA	AL	LIECHTENSTEIN	LI
ALGERIA	DZ	LITHUANIA	LT
AMERICAN SAMOA	AS	LUXEMBOURG	LU
ANDORRA	AD	MACAO	MO
ANGOLA	AO	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
ANGUILLA	AI	MADAGASCAR	MG
ANTARCTICA	AQ	MALAWI	MW
ANTIGUA AND BARBUDA	AG	MALAYSIA	MY
ARGENTINA	AR	MALDIVES	MV
ARMENIA	AM	MALI	ML
ARUBA	AW	MALTA	MT
AUSTRALIA	AU	MARSHALL ISLANDS	MH

Country Name	Country Code	Country Name	Country Code
AUSTRIA	AT	MARTINIQUE	MQ
AZERBAIJAN	AZ	MAURITANIA	MR
BAHAMAS	BS	MAURITIUS	MU
BAHRAIN	BH	MAYOTTE	YT
BANGLADESH	BD	MEXICO	MX
BARBADOS	BB	MICRONESIA, FEDERATED STATES OF	FM
BELARUS	BY	MOLDOVA, REPUBLIC OF	MD
BELGIUM	BE	MONACO	MC
BELIZE	BZ	MONGOLIA	MN
BENIN	BJ	MONTENEGRO	ME
BERMUDA	BM	MONTSERRAT	MS
BHUTAN	BT	MOROCCO	MA
BOLIVIA	BO	MOZAMBIQUE	MZ
BOSNIA AND HERZEGOVINA	BA	MYANMAR	MM
BOTSWANA	BW	NAMIBIA	NA
BOUVET ISLAND	BV	NAURU	NR
BRAZIL	BR	NEPAL	NP
BRITISH INDIAN OCEAN TERRITORY	IO	NETHERLANDS	NL
BRUNEI DARUSSALAM	BN	NETHERLANDS ANTILLES	AN
BULGARIA	BG	NEW CALEDONIA	NC
BURKINA FASO	BF	NEW ZEALAND	NZ
BURUNDI	BI	NICARAGUA	NI
CAMBODIA	KH	NIGER	NE
CAMEROON	CM	NIGERIA	NG
CANADA	CA	NIUE	NU
CAPE VERDE	CV	NORFOLK ISLAND	NF
CAYMAN ISLANDS	KY	NORTHERN MARIANA ISLANDS	MP
CENTRAL AFRICAN REPUBLIC	CF	NORWAY	NO
CHAD	TD	OMAN	OM
CHILE	CL	PAKISTAN	PK
CHINA	CN	PALAU	PW
CHRISTMAS ISLAND	CX	PALESTINIAN TERRITORY, OCCUPIED	PS
COCOS (KEELING) ISLANDS	CC	PANAMA	PA
COLOMBIA	CO	PAPUA NEW GUINEA	PG
COMOROS	KM	PARAGUAY	PY
CONGO	CG	PERU	PE
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD	PHILIPPINES	PH
COOK ISLANDS	CK	PITCAIRN	PN
COSTA RICA	CR	POLAND	PL
COTE D'IVOIRE	CI	PORTUGAL	PT
CROATIA	HR	PUERTO RICO	PR
CUBA	CU	QATAR	QA
CYPRUS	CY	REUNION	RE
CZECH REPUBLIC	CZ	ROMANIA	RO
DENMARK	DK	RUSSIAN FEDERATION	RU
DJIBOUTI	DJ	RWANDA	RW

Country Name	Country Code	Country Name	Country Code
DOMINICA	DM	SAINT BARTHELEMY	BL
DOMINICAN REPUBLIC	DO	SAINT HELENA	SH
ECUADOR	EC	SAINT KITTS AND NEVIS	KN
EGYPT	EG	SAINT LUCIA	LC
EL SALVADOR	SV	SAINT MARTIN	MF
EQUATORIAL GUINEA	GQ	SAINT PIERRE AND MIQUELON	PM
ERITREA	ER	SAINT VINCENT AND THE GRENADINES	VC
ESTONIA	EE	SAMOA	WS
ETHIOPIA	ET	SAN MARINO	SM
FALKLAND ISLANDS (MALVINAS)	FK	SAO TOME AND PRINCIPE	ST
FAROE ISLANDS	FO	SAUDI ARABIA	SA
FIJI	FJ	SENEGAL	SN
FINLAND	FI	SERBIA	RS
FRANCE	FR	SEYCHELLES	SC
FRENCH GUIANA	GF	SIERRA LEONE	SL
FRENCH POLYNESIA	PF	SINGAPORE	SG
FRENCH SOUTHERN TERRITORIES	TF	SLOVAKIA	SK
GABON	GA	SLOVENIA	SI
GAMBIA	GM	SOLOMON ISLANDS	SB
GEORGIA	GE	SOMALIA	SO
GERMANY	DE	SOUTH AFRICA	ZA
GHANA	GH	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
GIBRALTAR	GI	SPAIN	ES
GREECE	GR	SRI LANKA	LK
GREENLAND	GL	SUDAN	SD
GRENADA	GD	SURINAME	SR
GUADELOUPE	GP	SVALBARD AND JAN MAYEN	SJ
GUAM	GU	SWAZILAND	SZ
GUATEMALA	GT	SWEDEN	SE
GUERNSEY	GG	SWITZERLAND	CH
GUINEA	GN	SYRIAN ARAB REPUBLIC	SY
GUINEA-BISSAU	GW	TAIWAN, PROVINCE OF CHINA	TW
GUYANA	GY	TAJIKISTAN	TJ
HAITI	HT	TANZANIA, UNITED REPUBLIC OF	TZ
HEARD ISLAND AND MCDONALD ISLANDS	HM	THAILAND	TH
HOLY SEE (VATICAN CITY STATE)	VA	TIMOR-LESTE	TL
HONDURAS	HN	TOGO	TG
HONG KONG	HK	TOKELAU	TK
HUNGARY	HU	TONGA	TO
ICELAND	IS	TRINIDAD AND TOBAGO	TT
ISLE OF MAN	IM	TUNISIA	TN
INDIA	IN	TURKEY	TR
INDONESIA	ID	TURKMENISTAN	TM
IRAN, ISLAMIC REPUBLIC OF	IR	TURKS AND CAICOS ISLANDS	TC
IRAQ	IQ	TUVALU	TV

Country Name	Country Code	Country Name	Country Code
IRELAND	IE	UGANDA	UG
ISRAEL	IL	UKRAINE	UA
ITALY	IT	UNITED ARAB EMIRATES	AE
JAMAICA	JM	UNITED KINGDOM	GB
JAPAN	JP	UNITED STATES	US
JERSEY	JE	UNITED STATES MINOR OUTLYING ISLANDS	UM
JORDAN	JO	URUGUAY	UY
KAZAKHSTAN	KZ	UZBEKISTAN	UZ
KENYA	KE	VANUATU	VU
KIRIBATI	KI	VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP	VIET NAM	VN
KOREA, REPUBLIC OF	KR	VIRGIN ISLANDS, BRITISH	VG
KUWAIT	KW	VIRGIN ISLANDS, U.S.	VI
KYRGYZSTAN	KG	WALLIS AND FUTUNA	WF
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA	WESTERN SAHARA	EH
LATVIA	LV	YEMEN	YE
LEBANON	LB	ZAMBIA	ZM
LESOTHO	LS	ZIMBABWE	ZW