

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 |
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| | <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. |
| 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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| 9 | <p>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.</p> <p>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.</p> |
| 15 | <p>If permanent address is to be corrected, enter the details matching exactly with the residence proof.</p> <p>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.</p> |
| 16-17 | <p>In case present residential address is to be corrected, enter the details matching exactly with the residence proof.</p> <p>In case, the country selected is other than India, and you do not have PIN Code, enter 'NA'.</p> |
| Attachments | <p><u>Proof of Identity of director/ designated partner</u></p> <p>In case of Indian nationals, Income-tax PAN is a mandatory requirement for proof of identity.</p> <p>In case of foreign nationals, passport is a mandatory requirement for proof of identity.</p> |
| | <p><u>Proof of residence of director/ designated partner</u></p> <p>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.</p> <p>In case of foreign director/ designated partner, address proof should not be older than 1 year from the date of filing of the eForm.</p> |
| | <p><u>Copy of verification by the director/ designated partner</u></p> <p>It is mandatory to provide this attachment if the eForm. Format for the same is provided below.</p> |
| | <p>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.</p> |
| | |
| Attestation of documents | <p>If eForm is digitally signed by a Chartered Accountant (CA) or Cost Accountant (CWA) or Company Secretary (CS) (in whole time practice)</p> <p>The supporting documents attached shall be self attested by the applicant.</p> <p>If eForm is digitally signed by secretary (who is member of ICSI), in whole time employment of existing company</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| Digital Signature and certification | <p>In case eForm is signed by Chartered Accountant (in whole time practice) or Cost Accountant (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</p> |

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| | <p>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 | After the check eForm is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step. |

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)

I further confirm that

- (i) The photograph and document being attached to the Form DIN-4 belong to me. I further confirm that all required documents have been duly issued by the respective government authority and are being attached to the Form DIN-4 and
- (ii) 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
- (iii) 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
- (iv) 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..
- (v) 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 |

| Country Name | Country Code | Country Name | Country Code |
|--|--------------|---------------------------------|--------------|
| ARUBA | AW | MALTA | MT |
| AUSTRALIA | AU | MARSHALL ISLANDS | MH |
| 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 |

| Country Name | Country Code | Country Name | Country Code |
|-----------------------------------|--------------|--|--------------|
| DENMARK | DK | RUSSIAN FEDERATION | RU |
| DJIBOUTI | DJ | RWANDA | RW |
| 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 |

| Country Name | Country Code | Country Name | Country Code |
|--|---------------------|--------------------------------------|---------------------|
| IRAN, ISLAMIC REPUBLIC OF | IR | TURKS AND CAICOS ISLANDS | TC |
| IRAQ | IQ | TUVALU | TV |
| 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 |