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About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This documents provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

Part I – Laws Governing the eForm

Part II – Instructions to fill the eForm

Part III – Important Points for Successful Submission

Click on any section link to refer to the section.

Part I – Law(s) Governing the eForm

Section and Rule Number(s)

eForm DIR-3 is required to be filed pursuant to **Section 153** of the Companies Act, 2014 & **Rule 9(1)** of the Companies (Appointment and Qualification Of Directors) Rules, 2014 which are reproduced for your reference.

Section 153:

Every individual intending to be appointed as director of a company shall make an application for allotment of Director Identification Number to the Central Government in such form and manner and along with such fees as may be prescribed.

Rule 9(1):

Every individual, who is to be appointed as director of a company shall make an application electronically in Form No. DIR-3, to the Central Government for the allotment of a Director Identification Number (DIN) along with such fees as provided in the Companies (Registration Offices and Fees) Rules, 2014.

Note: Any person intending to become a director in a **new** Company is required to apply for the allotment of Director Identification Number only through SPICe eform at the time of incorporation.

Purpose of the eForm

Any person intending to become the director in a company is required to make an application to MCA for allotment of a unique identification, namely, Director Identification Number (DIN) through this eForm.

eForm Number as per Companies Act, 1956

Form DIN1 as per Companies Act, 1956.

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm DIR-3 at Field Level

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

S. No/ Section	Field Name	Instructions
- Every individual intending to be appointed as director of an Indian company or designated partner of a limited liability partnership or the existing director/ designated partner who has not taken a DIN is advised to make an application for allotment of Director Identification Number (DIN). - DIN is a unique number, and is mandatory requirement for a company/ limited liability partnership (LLP) for filing certain eForms. - There is a fixed fee of Rs 500 for this eForm and it can only be paid through online mode (credit card/ internet banking). All the necessary documents shall need to be scanned and attached in the eForm and submitted online. - eForm DIR-3 is required to be signed by the applicant and by either practicing professional or company secretary in whole time employment/director of the existing company. - If the eForm DIR-3 is signed by the practicing professional and it is not identified as potential duplicate, then the same shall be auto approved by the system (STP) and sent for verification to the DIN cell. The status of DIN shall be 'Approved'. - If verification is not passed, an email is sent to the director for filing DIR-6 for making the desired changes. - If the eForm is either signed by the practicing professional (identified as potential duplicate) or by company secretary /director of the existing company, then provisional DIN is allotted and same is sent for processing to the DIN cell. If the eForm is not approved, then status of provisional DIN allotted is 'Lapsed' on rejection or invalidation of the eForm as the case may be.		

S. No/ Section Name		Field Name	Instructions
1	(a) to (c)	Applicant's name (Enter full name and do not use abbreviations)	Enter full name of the applicant. Single alphabet is not allowed in field 'First name' and 'last name'. Field 'Middle Name' is an optional field. You should enter it if a middle name exists on the evidence. 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. 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. Please note that name as provided in the DIN application should be same as given in PAN and will be used for all correspondence with MCA.
2	(a) to (c)	Father's name (Even Married women must also give father's name)	Enter your father's full name. Single alphabet is not allowed in field 'first name' and 'last name'. Field "Middle Name" is an optional field. You should enter it if a middle name exists on the evidence. 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.

S. No/ Section Name		Field Name	Instructions
			It is mandatory to enter either father's first name or father's last name. However, in case of Indian nationals, single name is allowed only in case same single name is there in Income tax PAN.
		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.
4		Nationality	If the applicant is a citizen of India then nationality is displayed as 'Indian'. Foreign nationals shall select the nationality as declared in the passport.
6	(a) & (b)	Occupation and Educational qualification	Select the current occupation and educational qualifications of the applicant from the drop down values given.
7		Date of Birth	Enter date in DD/MM/YYYY format even if its proof contains date in any other format. Proof is mandatory and should be valid, clearly visible and duly attested. Person should be minimum 18 years of age while applying for this application.
10		Income-tax permanent account number: (In case Income tax PAN is entered, details of the applicant shall be as per Income-tax PAN)	Enter your Income tax permanent account number (Income tax PAN).Income tax PAN is mandatory for Indian nationals.
		Verify income-tax PAN	If Income tax PAN is entered, it is mandatory to click on 'Verify income-tax PAN' button. System shall verify the details based on PAN. Ensure that the name (first, middle and last name), father's name (first, middle and last name) and date of birth is as per the income-tax PAN details.
12		Passport number	Enter your passport number. Passport number is mandatory for foreign nationals. It is advisable to provide details of all the identity proofs you own/ possess. Details

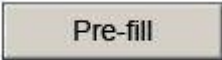| S. No/ Section Name		Field Name	Instructions
			entered should match exactly with the details of identity proof.
13		Driving license number	Enter driving license number.
14		Aadhaar Number	Enter aadhar number.
15		Permanent residential address	Enter the details matching exactly with the residence proof. 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. Enter your valid email ID.
16		Whether present residential address is same as permanent residential address o Yes o No	If 'Yes' is selected, then present residential address is displayed automatically by the system and is same as the permanent residential address. If 'No' is selected, then enter the present residential address at serial no 17.
To be digitally signed by chartered accountant or company secretary or cost accountant		DSC	Ensure the eForm is digitally signed by the same person i.e. applicant who is filing the application and by either of the following: a) chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) b) company secretary in full time employment or director of the company in which the applicant is to be appointed as a director Enter valid membership number and certificate of practice number of the practicing professionals if practicing professional is signing the eForm. Select the relevant category of the professional and whether he/ she is an associate or fellow.

S. No/ Section Name	Field Name	Instructions
		• Enter the DIN of the Director or membership number of Company Secretary • Enter the CIN of company with which secretary or director is associated and in which applicant is proposed to be a director • Click Pre-fill button. System will automatically display the name of the company.
Certification		Select the relevant check boxes.
To be digitally signed by	Designation	Select one of the following options for designation from the drop-down list below: • Chartered Accountant in whole time practice • Company Secretary in whole time practice • Cost Accountant in whole time practice. • Company secretary in whole time employment • Director
Attestation		If eForm is digitally signed by a Chartered Accountant (CA) or Cost Accountant (CWA) or Company Secretary (CS) (in whole time practice) then 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 or director of existing company then 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, supporting documents can also be attested by Company secretary in full time employment /CEO / Managing director of the Indian company in which he / she proposed to be a director.

S. No/ Section Name	Field Name		Instructions
Attachments	The following are the mandatory attachments to be filed in all cases: 1. Proof of Identity of applicant - 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. - Proof of identify enclosed with eForm DIR-3 should also contain the date of birth of the applicant and the same should match the date of birth filled in the application form. In case the proof of identify does not indicate the Date of Birth then additional proof of Date of Birth, duly certified/ attested, should be attached. 2. Proof of residence of applicant - Address proofs like passport, election (voter identity) card, and ration card, driving license, electricity bill, telephone bill or aadhaar shall be attached and should be in the name of applicant only. - In case of Indian applicant, documents should not be older than 2 months from the date of filing of the eForm. - In case of foreign applicant, address proof should not be older than 1 year from the date of filing of the eForm. 3. Copy of verification by the applicant as per eForm No. DIR-4. 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. In the case of foreign nationals, translation done by the notary of home country is also acceptable. Any other information can be provided as an optional attachment(s).		
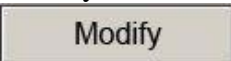
Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill Pre-fill	The **Pre-fill** button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database. Click this button to populate the field. **Note**: You are required to be connected to the Internet to use the Pre-fill functionality.

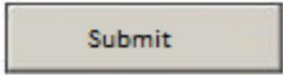| Buttons	Particulars
Attach Attach	Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove Attachment Remove attachment	You can view the attachments added to the eForm in the **List of attachment** field. To remove any attachment from the eForm, select the attachment in the **List of attachment** field and click the **Remove attachment** button.
Check Form Check Form	1. Click the **Check Form** button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors. 2. Correct the highlighted errors. 3. Click the **Check Form** button again and. system will perform form level validation once again. On successful validations, a message is displayed "Form level pre scrutiny is successful". **Note**: The Check Form functionality does not require Internet connectivity.
Modify Modify	The Modify button is enabled, after you have checked the eForm using the **Check Form** button. To make changes to the filled and checked form: 1. Click the **Modify** button. 2. Make the changes to the filled eForm. 3. Click the **Check Form** button to check the eForm again.
Pre scrutiny Prescrutiny	1. After checking the eForm, click the **Prescrutiny** button. System performs some checks and displays errors, if any. 2. Correct the errors. 3. Click the **Prescrutiny** button again. If there are no errors, a message is displayed "No errors found." The**Prescrutiny** functionality requires Internet Connectivity.

Buttons	Particulars
Submit ![Submit button]	This button is disabled at present.
Country code	Enter the country code. Refer Annexure A – ISO Country Codes

Part III - Important Points for Successful Submission

Fee Rules

S. No	Purpose of the form	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees		Remarks
				Event Date	Time limit(days) for filing	
1.	Allotment of DIN	Rs 500/-	#N/A	#N/A	#N/A	

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

Processing Type
The eForm will be processed by DIN cell depending on respective conditions:

- If eForm is certified by the practicing professional (CA/CS/CWA) (in whole time practice) and details of director have not been identified as a potential duplicate, then it shall be auto approved(STP) and in all other cases it will be processed by the DIN cell(NON STP).

SRN Generation
On successful submission of the eForm DIR-3, SRN will be generated and shown to the user which will be used for future correspondence with MCA.

Email
In case practicing professional is signing the eForm and potential duplicate is not identified.
Approval mail shall be sent to the email ID of the applicant and to the user who has filed the eForm.

- In all other cases (including potential duplicate is identified): An email shall be generated and sent to the applicant for approval of DIN after due verification by MCA.
- After verification, an email is sent to the applicant for the approval/rejection/resubmission as the case may be. A letter will be sent to the applicant in case of disabling of DIN in case verification is not passed.

Rejection codes

When an eForm is processed by the authority concerned, it may be rejected on the following grounds:

Rejection Code	Description
1	Proof of identity has not been attested by an authorized person.
2	Proof of residential address has not been attested by an authorized person.
3	The supporting document for identity proof is not valid as it has not been issued by any Government Authority
4	The enclosed evidence has handwritten entries.
5	Date of Birth is not matching with the date of birth mentioned in the proof attached.
6	Applicant's Name is not matching with the name mentioned in the proof attached.
7	Address is not matching with the address details mentioned in the proof attached
8	Applicant's Father's Name is not matching with the father's name mentioned in the proof attached.
9	The submitted application is duplicate DIN application i.e. an approved DIN already exists in this name.
10	Identification number entered in application does not match with the identity proof enclosed.
11	The gender is not entered correctly in DIN form.
12	ID proof not attached with the application

Rejection Code	Description
13	Address proof not attached with the application
14	Non-submission of copy of passport (for foreign nationals)
15	Passport duly appostillised not enclosed (For foreign nationals)
16	Verification by applicant is not attached
17	Verification by applicant not in prescribed format
18	Verification by applicant is not signed
19	The prefixes/ suffixes like Mr. / Ms. / Kumari / Shri / Late or Ji etc. are used in your name or your father's name field in DIN form.
20	The supporting documents attached not valid or current or has expired.
Others	In case of others, description is written by the back office user.

Annexure A

List of ISO Country Codes

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
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

(Application for allotment of Director Identification Number)

Country Name	Country Code	Country Name	Country Code
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
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

Country Name	Country Code	Country Name	Country Code
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
INDIA	IN	TUNISIA	TN
INDONESIA	ID	TURKEY	TR

Country Name	Country Code	Country Name	Country Code
IRAN, ISLAMIC REPUBLIC OF	IR	TURKMENISTAN	TM
IRAQ	IQ	TURKS AND CAICOS ISLANDS	TC
IRELAND	IE	TUVALU	TV
ISLE OF MAN	IM	UGANDA	UG
ISRAEL	IL	UKRAINE	UA
ITALY	IT	UNITED ARAB EMIRATES	AE
JAMAICA	JM	UNITED KINGDOM	GB
JAPAN	JP	UNITED STATES	US
JERSEY	JE	UNITEDSTATESMINOR 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

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