

Activities by Applicant Director

1. DIN Form is available on the MCA portal. On the home page, click the Director Identification Number (DIN) link. Open Form DIN – I by clicking “Apply for DIN” link.
2. Fill the form online and submit for DIN allocation, by following steps laid down hereunder:
 - a. All the items against which (*) mark is displayed are mandatory i.e. needs to be filled in compulsorily
 - b. Please fill in your Name, Father’s Name and Address in FULL
 - c. Forms with abbreviations will be Rejected.
 - d. After filling the complete Form press ‘Submit’ button.
 - e. After processing, system will prompt the success or failure message.
 - f. After successful processing, provisional DIN will be allocated on-line and displayed in the Form, else a caution or error message will be prompted for you to take appropriate action
 - g. Please be guided by the system prompts and proceed.
3. The MCA21 system will process the request and respond with a provisional DIN number in a PDF form –
 - a. In case of a probable duplicate, the system will prompt ‘probable duplicate’ as a caution, however you have the option to press YES to proceed ahead with the DIN request. Ideally the incidence of duplicate would not arise. Duplication can happen if you have already applied for DIN earlier, which got rejected or otherwise for any reason not approved and now wish to apply again. If you have forgotten the provisional DIN or not saved the form for printing, you can retrieve DIN form using ‘Get DIN Application’ link under DIN corner.
4. Save and Print the Form after you are prompted with successful submission and a Provisional DIN allotted on-line.
5. The applicant is required to get himself/herself registered on the MCA Portal to obtain login id, which is necessary for payment of the DIN application fees. After obtaining the login-id, Login to the MCA portal and click on 'Pay Miscellaneous fee' link available under the 'Services' tab. Select 'DIN application fee' option and enter the provisional DIN. Applicant can make the payment of fee by using any of three modes of payment (Internet Banking / Credit Card / Challan) available on MCA portal. Form DIN-1 will be processed only after the DIN application fee is paid.
6. Fill the Service Request Number (SRN) of the fee paid on the printed DIN form. Sign the DIN application form manually and paste a good resolution photograph in the space earmarked. Attach the photocopies of the 'Proof of Identity' (Attach additional proof, if 'Father's name and 'Date of Birth' is not indicated in the 'Proof of Identity') and the 'Proof of Residence' with DIN application form and tick the relevant checkbox against the document name. Get the photograph and the attached supporting documents attested from an approved authority as specified in form DIN-1. The certifying authority must mention its particulars such as Name, COP No. etc, and affix its seal/ stamp.
7. Complete set of documents is required to be sent to MCA DIN Cell at Noida, by post, courier or hand delivery, as per convenience, so as to reach within 60 days from the date of generation of provisional DIN online.
8. Application status can be checked on the portal under DIN Approval Status link.

FORM DIN-1**Application of allotment of Director Identification Number****[See Rule3(1)]**

Please make a payment of Rs 100 by accessing DIN application fee option under Pay Miscellaneous Fee on the portal. You are required to send the DIN application to the DIN cell only after payment has been made.

Service Request Number (SRN) of fee paid :

(to be filled by the applicant after making payment with respect to provisional DIN)

Provisional Director Identification Number (DIN) :

(Not to be filled by the applicant as it is generated by the system)

Applicant's name (Enter full name and do not use abbreviations)

1(a). First Name* :

1(b). Last Name* :

1(c). Middle Name :

Father's name (Even married women must give father's name)

2(a). First Name* :

2(b). Last Name* :

2(c). Middle Name :

3. Whether a citizen of India* : Yes No

4. Nationality :

5. Date of birth* : (dd-mm-yyyy)

6. Gender* :

7. Place of birth :

8. Income tax permanent account number :

9. Voter's identity card number :

10. Passport number :

11. Driving licence number :

Permanent residential address

12(a). Line I* :

Line II :

12(b). City* :

12(c). State* :

12(d). Country* :

12(e). Pin code* :

12(f). Phone :

12(g). Fax :

12(h). email ID* :

13. Whether present residential address is same as permanent residential address* : Yes No

Present residential address

14(a). Line I :

Line II :

14(b). City :

14(c). State :

14(d). Country :

14(e). Pin code :

14(f). Phone :

14(g). Fax :

*Mandatory Field

[Instruction Kit](#)

Photograph

Affix a latest passport size photograph and get it attested/ certified for submission of physical copy of the form with MCA)

(Signature of the applicant)

Signature should be within the Box.

Following documents are being enclosed :

Proof of identity (Tick against the document being enclosed)

1. Passport
 2. Election (voter identity) card
 3. Driving licence
 4. Income-tax PAN card
 5. Others-Please Specify

Proof of residence (Tick against the document being enclosed)

1. Passport
 2. Election (voter identity) card
 3. Ration card
 4. Driving licence
 5. Electricity bill
 6. Telephone bill
 7. Bank account statement
 8. Others-Please Specify

I
son/daughter of
resident of

hereby declare and verify that the information given in this application and the documents enclosed is correct and complete. I confirm that I do not possess and have not been allotted another Director Identification Number by the Central Government. I also confirm that no other application (including physical documents) submitted by me is pending for allotment of Director Identification Number.

Signature of the applicant (to be signed for submission of physical copy of the form with MCA)

Dated
Place

General Guidelines For DIN Application	
1. Obtain Provisional DIN	The applicant should first fill in the application on-line, generate a provisional DIN and then take a print out for dispatch to the DIN Processing Cell. An application without a provisional DIN cannot be accepted for further process and would merit straight rejection.
2. Attestation/ certification of photograph , proof of identity and proof of residence	A Public Notary or a Gazetted Officer of a Government or a practising professional (Chartered Accountant/ Company Secretary/ Cost Accountant) or a Company Secretary in full time employment of the company.
3. Particulars of the attesting / certifying authority	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.
4. Language of proofs for identity and residence	In case the proof of identity and proof of residence is in a language other than Hindi or English, a certified copy of translation of the same in Hindi or English should be enclosed and the translation be also certified by the professional who has otherwise certified the said proofs.
5. Date of Birth	The proof of identity enclosed with DIN Form 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 identity does not indicate the Date of Birth then additional proof of Date of Birth, duly certified/ attested, should be attached.
6. Father's Name	The proof of Identity enclosed with DIN form should also contain the Father's Name of the applicant and the same should match the Father's Name filled in the application form. In case the proof of Identity does not indicate the Father's Name then additional proof of Father's Name, duly certified/attested, should be attached.

7.	Process for applicants who are (i) Indian citizens residing abroad; (ii) foreign nationals residing in India; and (iii) foreign nationals residing outside India	While general conditions as mentioned at Sr.No. 1, 3, 4 and 5 would be applicable in these categories also, the certification of attached documents and the photograph may be done by a notary in the home country of the applicant or the Managing Director/ CEO of the Company on which he is a Director or the Company Secretary in full time employment of the Company. Further, in the case of a Foreign National, certified copy of the valid passport should be enclosed.
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For office use only:

Signature of the Authorising Officer

Dated

Place