

## Form DIN-3

### INSTRUCTIONS FOR FILLING/SUBMISSION OF EFORM DIN- 3 (Intimation of Director Identification Number by the company to the Registrar)

S No.	Detailed Instructions
	<p>Every Individual intending to be appointed as director of an Indian company or the existing director has to make an application for allotment of Director Identification Number.</p> <p>Once the DIN of the director has been approved and he has received an intimation of the same from the Central Government, the Director is required to intimate to all the companies in which he is a director of the DIN. Such intimation is to be submitted within 30 days of the date of receipt of intimation of the approval of the DIN.</p> <p>Once the director has intimated to the company, the company is required to intimate to MCA within 7 days of the receipt of intimation from the director by filing Form DIN-3.</p> <p>This form shall accept only approved DINs.</p>
	<p>Note: Instructions are not provided for the fields which are self explanatory You have to mandatorily enter fields marked with * in the form.</p>
1	<p>Enter 'Corporate Identity Number' (CIN) of the company. You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the MCA21 portal</p>
2 (a-b)	<p>Click the "Pre-fill" button. System will automatically display the name of the company. Enter the registered address and email ID of the company</p>
4	<p>Enter the Authorised capital of the company as on the date of filing Form DIN-3 in case of company with share capital.</p>
5	<p>Enter the number of members of the company as on the date of filing Form DIN-3, in case of company without share capital.</p>
6	<p>Enter the Paid up capital of the company as on the date of filing Form DIN-3 in case of company with share capital</p>
7	<p>Enter the number of directors of the company, whose details are to be provided in the form (Based on the number entered here, number of blocks shall be enabled for entering the details) You can provide the details of maximum 12 directors in one Form DIN-3.</p>
8	<p>Enter the DIN of the director. Click the "Pre-Fill" button. System will display director's personal details, including date of approval of DIN by the Central Government. Enter the date when the intimation was received from the director in Form DIN-2. Select the designation and category of the director from the drop down list. Select one or more options that whether the director is Chairman, Executive or Non-Executive (Executive and Non-Executive director, both cannot be selected) In case, designation selected is alternate director, Enter DIN of the director in whose place, the person is appointed as alternate director. In case designation selected is Managing director, enter the date of appointment as a director of the company, in case the person was holding the designation of director before being appointed as a Managing director. Enter the email id of the director, if available. Attach copy of Form DIN- 2 filed by the director with the company (This attachment is required with respect to every director whose details are provided in the form)</p>

<b>S No.</b>	<b>Detailed Instructions</b>
9	<p>Enter the details of the Manager and secretary of the company.</p> <p>You are advised to enter the full name instead of using abbreviation in the name fields.</p> <p>Enter the present residential address of the person. If the person is residing outside India, select NA in the state field from the drop down list and enter the Country code from the list of ISO Country code provided below.</p> <p>In case of secretary, select the person is appointed full time or part time.</p>
Attachment	Any other information can be provided as an optional attachment
Verification	Enter the date of board resolution authorising the signatory to sign and submit the eForm.
Digital Signature	The eForm should be digitally signed by Managing director or director or manager of the company.
Designation	<p>Select the designation of the person digitally signing the eForm</p> <p>Enter the DIN in case the person digitally signing the eForm is a director or managing director.</p>
Certification	The eForm should be certified by Company Secretary in whole-time practice or the Company Secretary in full-time employment of the company by digitally signing the eForm.
Designation	Select the designation of the person certifying the eForm and enter membership number of the secretary (if available)

#### **Common Instruction Kit**

<b>S No.</b>	<b>Detailed Instructions</b>
Pre Fill	<p>When you click on the pre fill button after entering the corporate identity number in eForm, the name is displayed by the system.</p> <p>This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	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	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If you want to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.
Check Form	Once the form is filled up, you are required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button, you are required to correct the mistake and again press the "Check Form" button. When all the form level validation is done. A message is displayed that "Form level pre scrutiny is successful". The Check Form is done without being connected to the internet.
Modify	<p>"Modify" button gets enabled after the check form is done. By pressing this button, you can make the changes in the filled in form. The digital signatures, if already made shall be removed.</p> <p>Once user has changed the filled in form, he is again required to do "Check Form".</p>
Pre scrutiny	<p>"Pre scrutiny" button gets enabled once check form is done.</p> <p>You are required to be connected to the internet for pre scrutiny</p> <p>On pre-scrutiny the system level check is performed and if there are any errors, it is displayed to the user</p> <p>After correcting the pre scrutiny error, attach the digital signature on the eForm on the signature field</p>
Upload eForm	Once form is pre scrutinised, filled and signed eForm is ready for uploading on MCA portal. You are required to login to MCA21 portal with user id and password for uploading the form through the link "Form DIN-3 Filing"
Country Code	The list of country code required to be mentioned in the eForm are as follows:

### 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
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

Country Name	Country Code	Country Name	Country Code
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
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

Country Name	Country Code	Country Name	Country Code
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
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	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