

## **Companies (Director Identification Number) Rules, 2006**

### **NOTIFICATION NO. GSR 649(E), DATED 19-10-2006 ISSUED BY MINISTRY OF COMPANY AFFAIRS**

In exercise of the powers conferred by clauses (a) and (b) of sub-section (1) of section 642 read with sections 266A, 266B and 266E of the Companies Act, 1956 (1 of 1956), the Central Government hereby makes the following rules, namely—

#### **Short title and commencement.**

1. (1) These rules may be called the Companies (Director Identification Number) Rules, 2006.

(2) The Central Government hereby appoints 1-11-2006 as the date on which the provisions of these rules shall come into force.

#### **Definitions.**

2. In these rules, unless the context otherwise requires,—

(i) "Act" means the Companies Act, 1956 (1 of 1956);

(ii) "Director Identification Number" (DIN) means an identification number which the Central Government may allot to any individual, intending to be appointed as director or to any existing directors of a company, for the purpose of his identification as such;

(iii) "form" means the form annexed to these rules;

(iv) "Pre-fill" means and refers to the automated process of data input by the computer system out of the database maintained in electronic registry;

(v) "Provisional Director Identification Number" refers to the provisional identification number generated by the electronic system set up by the Ministry of Company Affairs for filing of documents, after the on-line application form is submitted through the portal on the website of the Ministry of Company Affairs ([www.mca.gov.in](http://www.mca.gov.in));

(vi) "section" means the section of the Act.

#### **Application and allotment of Director Identification Number**

3. (1) Every individual, who is an existing director or intending to be appointed as director of a company shall make an application electronically to the Central Government for allotment of Director Identification Number in Form No. DIN-1.

(2) The Central Government shall provide an electronic system to facilitate submission of application for the allotment of Director Identification Number through a portal on the website of the Ministry.

(3) The applicant shall access the Form No. DIN-1 from the portal, fill-in the required particulars sought therein and use 'submit' function provided therein upon which the system will electronically generate and indicate in the space provided a Provisional Director Identification Number.

(4) A provisional Director Identification Number generated online under sub-rule (3) by the applicant intending to be a director will remain valid for a period of sixty days from the date on which it was generated.

(5)(i) The applicant shall, after the allotment of provisional DIN, submit a formal application to the Central Government along with the fee as specified in rule 4 for the

allotment of regular Director Identification Number within sixty days from the date on which provisional DIN was generated on-line, failing which the provisional DIN will lapse :

**Provided** that the individuals who have obtained provisional Director Identification Number (DIN) prior to the Notification of these rules, shall be allowed a period of sixty days from the date of Notification to make an application to the Central Government for allotment of regular DIN, failing which their provisional DIN will lapse.

(i) For making an application under sub-rule (j), the applicant shall take a print out of Form No. DIN-1, affix his photograph in the space provided in that Form, enclose true copies of the proof of identity and proof of residence and physically sign the form at the place specified therein. The photograph and the proof of identity and residence shall be certified by any one of the following authorities :

(a) Gazetted Officer of the Central or State Government;

(b) Notary Public;

(c) Chartered Accountant, Company Secretary, Cost & Works Accountant holding a certificate of Practice under the Chartered Accountants Act, 1949, Company Secretaries Act, 1980 and the Cost & Works Accountants Act, 1959.

(d) Company Secretary in full-time employment of the company.

(6) The Central Government shall process the applications received for allotment of DIN under sub-rule (5), decide on the approval or rejection thereof and communicate the same along with the DIN allotted in the case of approval to the applicant by way of a letter by post or electronically or in any other mode, within a period of one month from the receipt of such application :

**Provided** that all Director Identification Numbers allotted to individual(s) by the Central Government before the commencement of these rules shall be deemed to have been allotted to them under these rules.

(7) The Director Identification Number so allotted is valid for the life-time of such applicant and shall not be allotted to any other person during his life-time.

#### **Fee.**

**4.** Each application made under sub-rule (5) of rule 3 shall entail a payment of a fee of Rupees one hundred only :

**Provided** that applicants making such application before 31-12-2006 shall be exempted from payment of fee under this rule.

#### **Intimation of DIN to the Company.**

**5.** Every existing director shall, within one month of the receipt of the Director Identification Number from the Central Government under sub-rule (6) of rule 3, intimate his Director Identification Number to the company or all companies wherein he is a director, in Form No. DIN-2.

#### **Intimation of DIN to the Registrar.**

**6.** Every company shall furnish the details of Director Identification Number within one week of the receipt of intimation from directors under rule 5, to the Registrar in Form No. DIN-3 in electronic form along with fee as prescribed under Schedule X of the Act and duly certified by a Company Secretary in full-time employment of the concerned

company as required under section 383A of the Companies Act, 1956 or by a Company Secretary in full-time practice :

**Provided** that the companies furnishing details of DIN under this rule on or before 31-3-2007 shall be exempted from payment of fee.

**Duty of director to intimate changes of particulars.**

**7.** (1) Every director, in the event of any change in his particulars as stated in Form No. DIN-1, who has been allotted a Director Identification Number under these rules, shall intimate such change(s) to the Central Government within a period of 30 days of such change(s) in particulars by using Form No. DIN-4 made available by the Ministry on its website. The concerned director will also intimate such changes to the company or companies on which he is a director.

(2) The director shall fill-in the relevant changes in prescribed Form DIN-4, enclose a copy of the proof of the changed particulars, affix signature at the place specified, obtain certification of the evidence from any of the authorities specified in sub-rule (5) of rule 3 and file the same in physical form to the Central Government. There shall be no fee for intimating the changes in particulars in DIN-4 under sub-rule (1).

(3) The Central Government, upon being satisfied, through verification of such changed particulars from the enclosed proofs, shall incorporate the said changes and inform the director by way of a letter issued by post or electronically or in any other mode confirming the effect of such change in the electronic database maintained by the Ministry.

Application for allotment of Director Identification Number

**FORM DIN-1**

[See rule 3(1)]

**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)**

Photograph

1. (a) \*First name

(b) \*Last name

(c) Middle name

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

2. (a) \*First name

(b) \*Last name

(c) Middle name

3. \*Whether a citizen of India

Yes  No

4. Nationality

5. \*Date of birth

6. \*Gender

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

(DD/MM/YYYY) (Signature of the applicant)  
Signature

7. Place of birth

Signature  
should be  
within  
the box

8. Income-tax Permanent Account Number

9. Voter's identity card number

10. Passport number

11. Driving licence number

12.(a) \*Permanent residential address

Line I

Line II

(b) \*City

(c) \*State

(d) \*Country

(e) \*Pin code

(f) Phone

(g) Fax

(h) e-mail ID

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

14.(a) Present residential address

Line I

Line II

(b) City

(c) State

(d) Country

(e) Pin code

(f) Phone

(g) Fax

\*Mandatory fields

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 Director Identification Number (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., if applicable; 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 transaction 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.	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. Nos. 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 resident 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.

For office use only:

Signature of the authorising officer

Dated  (DD/MM/YYYY)

Place

### FORM DIN-2

*Intimation of allotment of Director Identification Number (DIN) to the Company by the Director*

(See rule 5)

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Subject: Intimation of allotment of Director Identification Number (DIN) to the Company by the Director

Sir,

Reference section 266D of the Companies Act, 1956 and the Rules made thereunder, I am submitting the information regarding DIN allotted to me along with additional information as prescribed :

<i>Sr.No.</i>	<i>Subject</i>	<i>Particulars</i>
1.	Director Identification Number (DIN)	
2.	Name	
3.	Father's Name	
4.	President residential address	
5.	e-mail ID	
6.	Designation (Director or Managing Director or Alternate Director or Additional Director or Director appointed in casual vacancy or Nominee Director or Whole-time director) (please specify)	
7.	Specify whether Chairman, Executive Director, Non-Executive Director (in case more than one, specify both)	
8.	Category (Promoter or Professional or Independent)	
9.	Name of the company or Institution whose Nominee the director is	
10.	Date of Appointment	

A copy of the DIN Allotment Letter is enclosed. Please acknowledge the receipt.

Yours Faithfully

( )

### FORM DIN-3

*Intimation of Director Identification Number by the company to the Registrar*

(See rule 6)

**Note** - All fields marked in \* are to be mandatorily filled.

<b>1.</b> *Corporate identity number (CIN) of company	<input type="text"/>	<input type="text" value="Pre-fill"/>
<b>2.</b> (a) Name of the company	<input type="text"/>	
(b) Address of the registered office of the company	<input type="text"/>	
<b>3.</b> *e-mail ID of the company	<input type="text"/>	
<b>4.</b> Authorised capital (in Rupees)	<input type="text"/>	<b>5.</b> Number of members of the company
<b>6.</b> Paid-up capital (in Rupees)	<input type="text"/>	
<b>7.</b> Number of Managing	<input type="text"/>	(Enter here the total number of managing

Director, Director(s)

director, directors for which the form needs to be filed)

**8. Details of the Managing Director, Directors of the company**

**I. Details of the Director or Managing Director of the company**

Director Identification

Pre-fill

Number (DIN)

Full name

Father's name

Present residential address

Date of birth

(DD/MM/YYYY)

Date of approval of DIN by Central Government

(DD/MM/YYYY)

Date of receipt of Form DIN 2 from the director

(DD/MM/YYYY)

Attach copy of Form DIN-2

Whether the address is as per the company's records Yes  No

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman

Executive Director

Non-Executive Director

DIN of the director to whom the appointee is alternate

Pre-fill

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

Date of appointment

(DD/MM/YYYY)

e-mail ID

**II. Details of the Director or Managing Director of the company**

Director Identification

Number (DIN)

Full name

Father's name

Present residential address

Date of birth  (DD/MM/YYYY)

Date of approval of DIN by Central Government  (DD/MM/YYYY)

Date of receipt of Form DIN 2 from the director  (DD/MM/YYYY)

Whether the address is as per the company's records Yes  No

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive Director  Non-Executive Director

DIN of the director to whom the appointee is alternate

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

Date of appointment  (DD/MM/YYYY)

e-mail ID

**III. Details of the Director or Managing Director of the company**

Director Identification

Number

(DIN)

Full name

Father's name

Present residential address

Date of birth  (DD/MM/YYYY)

Date of approval of DIN by Central Government  (DD/MM/YYYY)

Date of receipt of Form DIN 2 from the director  (DD/MM/YYYY)

Attach copy of Form DIN-2

Whether the address is as per the company's records Yes  No

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive Director  Non-Executive Director

DIN of the director to whom the appointee is alternate   Pre-fill

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

Date of appointment  (DD/MM/YYYY)

e-mail ID

**IV. Details of the Director or Managing Director of the company**

Director Identification Number (DIN)   Pre-fill

Full name

Father's name

Present residential address

Date of birth

(DD/MM/YYYY)

Date of approval of DIN by Central Government

(DD/MM/YYYY)

Date of receipt of Form DIN 2 from the director

(DD/MM/YYYY)

Attach copy of Form DIN-2

Whether the address is as per the company's records Yes

No

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman

Executive Director

Non-Executive Director

DIN of the director to whom the appointee is alternate

Pre-fill

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

Date of appointment

(DD/MM/YYYY)

e-mail ID

#### V. Details of the Director or Managing Director of the company

Director Identification Number (DIN)

Pre-fill

Full name

Father's name

Present residential address

Date of birth  (DD/MM/YYYY)

Date of approval of DIN by Central Government  (DD/MM/YYYY)

Date of receipt of Form DIN 2 from the director  (DD/MM/YYYY)

Attach copy of Form DIN-2

Whether the address is as per the company's records Yes  No

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman

Executive Director

Non-Executive Director

DIN of the director to whom the appointee is alternate

Pre-fill

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

Date of appointment

(DD/MM/YYYY)

e-mail ID

## VI. Details of the Director or Managing Director of the company

Director Identification Number (DIN)

Pre-fill

Full name

Father's name

Present residential address

Date of birth

(DD/MM/YYYY)

Date of approval of DIN by Central Government

(DD/MM/YYYY)

Date of receipt of Form DIN 2  (DD/MM/YYYY)  
from the director

Attach copy of Form DIN-2

Whether the address is as per the Yes  No   
company's records

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive Director  Non-Executive Director

DIN of the director to  
whom the appointee is  
alternate

Pre-fill

Name of the director  
to whom  
the appointee is  
alternate

Name of the company  
or  
institution whose  
nominee  
the appointee is

Date of appointment

(DD/MM/YYYY)

e-mail ID

### VII. Details of the Director or Managing Director of the company

Director  
Identification  
Number  
(DIN)

Pre-fill

Full name

Father's  
name

Present  
residential  
address

Date of birth

(DD/MM/YYYY)

Date of approval of DIN by  
Central Government

(DD/MM/YYYY)

Date of receipt of Form DIN 2  
from the director

(DD/MM/YYYY)

Attach copy of Form DIN-2

Whether the address is as per the Yes  No   
company's records

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive Director  Non-Executive Director

DIN of the director to whom the appointee is alternate

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

Date of appointment  (DD/MM/YYYY)

e-mail ID

**VIII. Details of the Director or Managing Director of the company**

Director Identification Number (DIN)

Full name

Father's name

Present residential address

Date of birth  (DD/MM/YYYY)

Date of approval of DIN by Central Government  (DD/MM/YYYY)

Date of receipt of Form DIN 2 from the director  (DD/MM/YYYY)

Whether the address is as per the Yes  No   
company's records

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive Director  Non-Executive Director

DIN of the director to whom the appointee is alternate

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

Date of appointment  (DD/MM/YYYY)  
e-mail ID

**IX. Details of the Director or Managing Director of the company**

Director Identification Number (DIN)

Full name

Father's name

Present residential address

Date of birth  (DD/MM/YYYY)

Date of approval of DIN by Central Government  (DD/MM/YYYY)

Date of receipt of Form DIN 2 from the director  (DD/MM/YYYY)

Whether the address is as per the company's records Yes  No

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive Director  Non-Executive Director

DIN of the director to whom the appointee is alternate

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

Date of appointment  (DD/MM/YYYY)

e-mail ID

**X. Details of the Director or Managing Director of the company**

Director Identification Number (DIN)

Full name

Father's name

Present residential address

Date of birth  (DD/MM/YYYY)

Date of approval of DIN by Central Government  (DD/MM/YYYY)

Date of receipt of Form DIN 2 from the director  (DD/MM/YYYY)

Whether the address is as per the company's records Yes  No

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive Director  Non-Executive Director

DIN of the director to whom the appointee is alternate

Name of the director

to whom  
the appointee is  
alternate

Name of the company  
or  
institution whose  
nominee  
the appointee is

Date of appointment

(DD/MM/YYYY)

e-mail ID

**XI. Details of the Director or Managing Director of the company**

Director  
Identification  
Number  
(DIN)

Pre-fill

Full name

Father's  
name

Present  
residential  
address

Date of birth

(DD/MM/YYYY)

Date of approval of DIN by  
Central Government

(DD/MM/YYYY)

Date of receipt of Form DIN 2  
from the director

(DD/MM/YYYY)

Attach copy of Form DIN-2

Whether the address is as per the Yes  No   
company's records

Designation

Category

Whether Chairman, Executive Director, Non-Executive Director

Chairman

Executive Director

Non-Executive Director

DIN of the director to whom the  
appointee is alternate

Pre-fill