BY RACHIT GUPTA

NEW PROCEDURE FOR DIN

★ Scanned Supporting Documents:

- High resolution photo
- ID proof
- Address proof
- Date of birth proof
- Proof of father's name (except in foreign nationals)
- Copy of Passport (in case of foreign national)

Points to be taken care of:

- No prefix like Mr./Mrs./Sh.
- All particulars should match with the scanned documents, otherwise DIN application will be rejected

Download e-form DIN 1 from MCA website

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Attach photo & Scanned supporting Documents ★

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Attach Verification which includes:

- Name
- Father's Name
- Date of Birth
- Text of Declaration
- Physical Sign of applicant

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Digitally Sign the form either by:

- Applicant, MD, Director or CS of same company → (A)

Or

- Professional (CA/CS/CWA in whole time practice) → (B)

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Upload the form on MCA website along with fees of Rs.100 to be paid electronically only

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- If form is signed by (A), then MCA DIN cell will examine the application & disposed of in 1 or 2 Days
- If form is signed by (B), then DIN will be approved immediately

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Intimation of DIN to company within 30 days of approval in form DIN 2

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Intimation by company to ROC of DIN within 7 days of receipt of intimation by Director in form DIN 3

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If any change in particulars submitted in DIN 1 form, then submit e-form DIN 4 by following same procedure
(For Ex. - Change in address etc.)

Penalty for submitting false information or certification:

- Jail upto 2 years

&

- Fine