

Form DIN 1

INSTRUCTIONS FOR FILLING OF EFORM-DIN1 **(Application for allotment of Director Identification Number (DIN))**

S. No.	Detailed instructions for filling the form
	NOTE: • Every individual intending to be appointed as director of an Indian company or the existing director 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 for filing certain eForms. • There is a fixed fee of Rs 100 for this eForm and it can only be paid through online mode (credit card/ internet banking) • If eForm is digitally signed by a Chartered Accountant (CA) or Cost Accountant (CWA) or Company Secretary (CS) (in whole time practice), then upon successful submission of the eForm, approved DIN shall be generated. • If eForm is digitally signed by any other signatory (i.e. other than a CA/ CS/ CWA (in whole time practice)), then upon successful submission of the eForm, provisional DIN shall be generated. Upon processing of eForm DIN1 by the DIN cell, DIN shall be approved. • There shall be no requirement for physical submission of the documents at the DIN cell. All the necessary documents shall need to be scanned and attached in the eForm and submitted online. Instructions are not provided for the fields which are self explanatory.
1 (a)-(c)	Enter your 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 your first, middle and last name in the respective fields. Copy of Gazette notification should be separately attached if name is different on the identity proof. For example PAN card is taken first and thereafter applicant is applying for the DIN with changed name. Similarly copy of marriage certificate (in the case of female applicant) should be separately attached if name is different on the identity proof. In case of single name, enter applicant father's first name as last name and attach a duly notarized affidavit. Same name CANNOT be entered as first and last name. Please note that name as provided in the DIN application should be used for all correspondence with MCA.
2 (a)-(c)	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. In case of single name, enter applicant grandfather's first name as last name and attach a duly notarized affidavit. Same name CANNOT be entered as first and last name. Please note that there is no provision for change in father's name in future. Please fill it carefully.
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.

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4	Foreign nationals shall select the nationality as declared in the passport.
5	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.
6	Please note that there is no provision for change in gender in future. Please fill it carefully.
8	Enter your Income tax permanent account number (Income tax PAN) If Income tax PAN is entered, it shall be mandatory to click on 'Verify income-tax PAN' button. Applicant's name (first, middle and last name), applicant father's name (first, middle and last name) and date of birth should be as per the income-tax PAN details.
8-11	At least one of Income tax PAN or Voter's identity card number or Passport Number or Driving License Number should be provided in case of Indian applicant. Passport number is mandatory for foreign nationals. It is advisable to provide details of all the identity proofs you own/ possess. Details entered shall match exactly with the details of identity proof.
12	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.
13-14	If 'Yes' is selected, then present residential address shall be displayed automatically by the system and shall be the same as the permanent residential address. If 'No' is selected, then enter the present residential address.
Verification/ Certification	If 'Yes' is selected in field 'Whether the application is being digitally signed by the applicant himself', then it is mandatory to select all the check boxes under section 'Verification in case of signing by applicant'. If 'No' is selected, then it is mandatory to select all the check boxes under section 'Certification in case of signing by person other than applicant'.
Attachments	<u>Proof of Identity of applicant</u> Please attach valid, clearly visible identity proof like passport, income-tax PAN card, election (voter identity) card or driving license. In case of foreign nationals, passport is a mandatory requirement for proof of identity. The proof of identify 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 identify does not indicate the Date of Birth then additional proof of Date of Birth, duly certified/ attested, should be attached.
	<u>Proof of residence of applicant</u> Address proofs like passport, election (voter identity) card, ration card, driving licence, electricity bill, telephone bill or bank account statement 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 form. In case of foreign applicant, address proof should not be older than 1 year from the date of filing of the eForm.
	<u>Copy of verification by the applicant</u> It is mandatory to provide this attachment if the eForm is not digitally signed by the applicant.
	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. Other supporting documents like affidavit in case of single name etc. or any other information can be provided as an optional attachment.

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Attestation of documents	If eForm is digitally signed by a Chartered Accountant (CA) or Cost Accountant (CWA) or Company Secretary (CS) (in whole time practice) The supporting documents attached shall either be self attested by the applicant or duly attested by the practicing professional (CA/ CWA/ CS) signing the eForm. If eForm is digitally signed by any other signatory (i.e. other than a CA/ CS/ CWA (in whole time practice)) The supporting documents attached shall be attested by either Public Notary or a Gazette Officer of a Government or a Practicing professional (CA/ CS/ CWA) or a Company Secretary in full time employment of the company. 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 is residing outside India, then the attached supporting documents should be attested by the Consulate of the Indian Embassy, Foreign public notary or Company secretary in full time employment / CEO / Managing director of the Indian company in which he / she proposed to be a director.
Category	Select the appropriate category of person signing the eForm In case 'Yes' is selected in field 'Whether the application is being digitally signed by the applicant himself', then 'Applicant' needs to be selected.
Digital Signature	In case 'Yes' is selected in field 'Whether the application is being digitally signed by the applicant himself', eForm should be digitally signed by Applicant. In case 'No' is selected, then eForm can be digitally signed by Managing Director / Director or Secretary in whole time employment of an existing company in which the applicant is proposed to be a director or by a Chartered Accountant or Cost Accountant or Company Secretary (in whole time practice) In case eForm is signed by Chartered Accountant (in whole time practice) or Cost Accountant (in whole time practice) or Company Secretary (in whole time practice) Select whether he/ she is an associate or fellow. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number. In case eForm is signed by director or Managing director (MD) or secretary in whole-time employment of existing company in which the applicant is proposed to be a director Enter DIN of the director or Managing Director of existing company; or Membership number, if applicable or income-tax PAN of the secretary in whole-time employment of existing company (secretary of a company who is not a member of ICSI, may quote his/ her income-tax PAN). Enter Corporate Identity Number (CIN) of the company of such director or MD or secretary. Status of the CIN should be 'Active'. You can find the CIN by entering the existing registration number of the company in the 'Find CIN/GLN' service at the portal (www.mca.gov.in). Click Pre-fill button. System will automatically display the name of the company. It shall be validated that the person (whose DIN or Membership number or income tax PAN is entered) is associated with the company (whose CIN is entered).
Pre scrutiny	After the check eForm is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step.

Common Instructions Kit

Buttons	Particulars
Pre-Fill	When the user clicks the Pre-Fill button after entering the corporate identity number in eForm, the name is displayed by the system. You are required to be connected to the internet for pre-filling.
Attach	Click the Attach button corresponding to the document you wish to attach. In case you wish to attach any other document, click the Optional Attachment button (Through Optional attachment, you can attach maximum five attachments).
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.
Check Form	Once the eForm is filled up, click the Check Form button for form level validation, for example, to check whether all the mandatory fields have been filled or not. If an error is displayed, rectify the error and click the "Check Form" button again. When the form level validation is complete, the message, "Form level pre scrutiny is successful", is displayed. The form level validation (Check Form) is done without being connected to the Internet.
Modify	The "Modify" button gets enabled after the check form is done. By clicking this button, you can make changes in the filled eForm. The digital signatures, if already attached, shall be removed. Once you have changed the filled eForm, click the Check Form button again.
Pre scrutiny	The "Pre scrutiny" button gets enabled once check form is done. You are required to be connected to the Internet for pre scrutiny. On pre-scrutiny, the system level check is performed and if there are any errors, the same are displayed to the user. After correcting the pre scrutiny errors, attach the digital signature on the eForm in the signature field.
Upload eForm	Once the eForm is pre scrutinised, filled and signed, it is ready for uploading on the MCA21 portal. Login to the MCA21 portal with your user ID and password for uploading the eForm.
Country Code	The list of country code required to be mentioned in the form are as follows:

Note: User is advised to refer to eForm specific instruction kit.

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

Country Name	Country Code	Country Name	Country Code
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
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

Country Name	Country Code	Country Name	Country Code
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
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
ISLE OF MAN	IM	TUNISIA	TN
INDIA	IN	TURKEY	TR
INDONESIA	ID	TURKMENISTAN	TM
IRAN, ISLAMIC REPUBLIC OF	IR	TURKS AND CAICOS ISLANDS	TC
IRAQ	IQ	TUVALU	TV

Country Name	Country Code	Country Name	Country Code
IRELAND	IE	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