

Frequently Asked Questions (FAQ) on ‘Director Identification Number (DIN)’

1. What is Director Identification Number (DIN)?

The Ministry of Company Affairs (MCA) has launched a major e-Governance initiative (MCA 21). It envisages e-filing of all documents related to company matters on the MCA portal. Director Identification Number (DIN) is a unique identification number for an existing director or a person intending to become the director of a company. In the scenario of e-filing, DIN will be a pre-requisite for filing of certain company related documents.

2. Is there any eligibility criteria for applying for DIN?

Any individual who is a director or intends to be a director of a company should apply for DIN

3. What is the procedure to apply for DIN?

Visit MCA Portal and fill DIN application online, a simple form available on the link ‘Apply For DIN’. On submission of this form, a ‘**Provisional DIN**’ is generated by the system and is displayed on the screen. Save and take a print out of the filled form, affix your photograph and send the same, alongwith photocopies of identity & residence proof duly attested by Notary/ Gazetted Officer/ Certified Professionals (CA/ CS/ ICWA) to the following address-

**MCA DIN Cell,
P.O. Box No. 03, Noida – 201301,
Uttar Pradesh, India.**

The form will be processed by the MCA DIN Cell. Once approved, DIN confirmation and activation letter will be sent to the applicant. An email in this regard will also be sent to the applicant at the email id provided in the DIN application.

4. Can a person use the Provisional DIN?

No. Provisional DIN cannot be used for e-filing until approved and activated by MCA DIN Cell.

5. What are the documents to be attached with DIN application form ?

Duly attested photocopies of the following should be attached -

A. Identity Proof (Any one)

- PAN Card
- Driving License
- Passport

- Voter Id Card

B. Residence Proof (Any one)

- Driving License
- Passport
- Voter Id Card
- Telephone Bill
- Ration Card
- Electricity Bill
- Bank Statement

6. Can a user enquire about the status of his / her DIN application ?

Yes. The applicant can check the status using “**ENQUIRE DIN APPROVAL STATUS**” option available on the home page of the MCA portal.

7. Can PAN be used as an alternative to DIN?

No. DIN is mandatory for e-filing of forms and documents.

8. What are the charges for applying for DIN?

No charges are payable.

9. Is DIN mandatory for directors of Indian Companies who are not citizens of India?

Yes

10. Is DIN mandatory for directors of foreign company having branch offices in India?

No

11. Should all the directors of a company obtain DIN?

Yes, all directors must obtain DIN.

12. Whether multiple DINs are required for persons holding multiple directorships?

No. Only a single DIN is required for an individual irrespective of number of directorships held by him. All the directorships of an individual would be mapped in the database through that DIN.

13. What should be the minimum software components installed on the computer to file DIN application form?

Your computer should have the following -

- Windows 2000/ XP,
- Internet Explorer version 6.0 and above
- Adobe Reader version 7.0.5

You can also download internet explorer and adobe reader from the MCA portal free of cost.

14. Sometimes, while using “ENQUIRE DIN” option, a blank screen appears. What is to be done in such cases?

User has to press “Refresh” button in the Internet Explorer Browser Window.

15. Sometimes, while using “Apply for DIN” option, page is not displayed. What is to be done in such cases?

User has to press “Refresh” button of the Internet Explorer Browser Window.

16. Sometimes, while opening DIN application, an error message “the file is damaged and could not be repaired” is displayed. What is to be done in such cases?

Close the application and file a fresh form again. This problem is encountered due to non-compliance of system requirements for the application. Please ensure that the following software is installed on your computer –

- Windows 2000/ XP,
- Internet Explorer version 6.0 and above
- Adobe Reader version 7.0.5