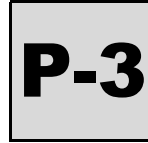


PROCEDURE FOR CHANGE/UPDATION IN PARTICULARS OF DIRECTOR IDENTIFICATION NUMBERS (DIN)



1. The individual having Director Identification Number (DIN) shall intimate to the Central Government for any change in his/her particulars (name, father's name and address, etc.) given in **e-Form DIR-3** filed during allotment of DIN, within 30 days of such change {*Rule 12(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014*}.
2. Ensure that the applicant who intends to intimate to the Central Government for any change in his/her particulars of DIN has a valid Digital Signature Certificate (DSC) on the date of filing of required form on MCA Portal.

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2. Ensure that the applicant who intends to intimate to the Central Government for any change in his/her particulars of DIN has a valid Digital Signature Certificate (DSC) on the date of filing of required form on MCA Portal.
3. The **e-Form DIR-6** is required to be filed along with all documents, as required in case of **e-Form DIR-3**, for change in particulars of DIN and the brief of these documents are:
 - (i) Proof of change in particulars.
 - (ii) Identity Proof of individual through Permanent Account Number (PAN) in case of Indian national and Passport in case of Foreign national.
 - (iii) Proof of residence (Present/Permanent) through bank statement or utility bill [utility bill should not be older than 2 (two) months from the date of filing of e-Form DIR 6 in case of Indian National and address proof should not be older than 1(one) year from the date of filing of e-Form DIR-6 in case of foreign national.]
4. In case the name of applicant's or father's name does not match with the PAN of the applicant, then he/she is supposed to change the particulars in his/her permanent account number as PAN is mandatory in case of Indian National and MCA validate the particulars with PAN details only.
5. In case the DIN holder desires to update the following particulars, DIR-6 is required to be filed before completing KYC of DIN each year:
 - (i) Passport No.
 - (ii) Aadhaar No.
 - (iii) Photograph
 - (iv) Driving License No.
 - (v) Residential Status
6. If supporting documents are in languages other than in Hindi/English, all proofs should be translated in Hindi/English by a professional translator who must indicate his details (name, signature, and address) and seal on the documents and in case of foreign nationals, translation done by the notary of home country is also acceptable.
7. Ensure that all supporting documents /proof of change in particulars are

attested by an authorised person or a Company Secretary/ Chartered Accountant/Cost Accountant in whole-time practice.

8. Note that the change in particulars shall be intimated to the Central Government through **e-Form DIR 6** within 30 days of such change and mobile number and email id of the DIN holder is mandatorily required to be entered in e-Form DIR-6 even if there is no change in them *{Rule 12(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014}*.
9. File **e-Form DIR 6** on MCA portal along with all required attachments duly digitally signed by Company Secretary/ Chartered Accountant/Cost Accountant in whole-time practice and fee as per the Companies (Registration Offices and Fees) Rules, 2014 within 30 days of such change *{Rule 12(1)(ii) of the Companies (Appointment and Qualification of Directors) Rules, 2014}*.
10. The Central Government after being satisfied and after verification of changed particulars from enclosed documents/proof, shall incorporate the changes in the original Director Identification Number of the applicant and shall intimate to the applicant about such changes in the electronic database maintained by the Ministry *{Rule 12(2) of the Companies (Appointment and Qualification of Directors) Rules, 2014}*.
11. The Director, within 15 days from the date of such change in **Director Identification Number**, must intimate about such change to the concerned company(ies) in which he/she is a director *{Rule 12(4) of the Companies (Appointment and Qualification of Directors) Rules, 2014}*.
