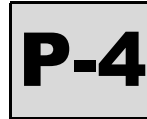


## **PROCEDURE FOR ANNUAL KYC OF DIRECTOR**

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1. Ensure that-
  - the person holds a valid Director Identification Number (DIN) on 31<sup>st</sup> March of any financial year.
  - there is no change in the particulars of DIN and the mobile number and email ID of the DIN holder are working.
  - the person has already filed e-Form DIR 3 KYC in any previous financial year.
2. A person who possesses valid DIN on 31<sup>st</sup> March, must complete web-based KYC on or before 30th September of immediate next financial year as to avoid de-activation of his/her DIN.
3. Arrange the Login ID and Password of Ministry of Corporate Affairs (MCA) Portal, i.e., MCA 21 portal to complete the web-based KYC of DIN.
4. Complete the login process on MCA 21 portal and open Form DIR-3 web-based KYC link and fill up DIN of the concerned person. Immediately the MCA 21 Portal will show the last 2 (two) digits of Mobile Number and email ID. The mobile number and email ID shall be visible as +91\*\*\*\*\*35 and email ID sa\*\*\*\*\*@\*\*\*il.com respectively.
5. Click on the submit icon so that different OTPs may be received at mobile number and Email ID of the DIN holder.
6. After receiving the OTPs, fill up both the OTPs at the required places and click on next tab, then it will show all the pre-filled following data of the concerned person:
  1. Name
  2. Father's name
  3. Citizen of India
  4. Nationality
  5. Resident of India
  6. Date of Birth
  7. Gender
  8. Income Tax PAN
  9. Aadhaar No.
  10. Voter's Identity Card No.
  11. Passport No.
  12. Driving License NO.

13. Permanent Residential Address
  14. Present Residential Address
  15. Confirmation
7. Ensure that the particulars shown on MCA 21 portal are updated particulars of the DIN holder and after verification of particulars, click on the validate icon.
  8. The MCA 21 Portal shall generate a challan and save the challan for record as it will be the proof of annual KYC of DIN holder.
  9. In case, the concerned person does not complete DIN KYC process within due time, his/her DIN will be de-activated and once the DIN is de-activated, the DIN can be re-activated by filing e-Form DIR-3 KYC with a fee of Rs. 5,000/-.

#### **4.1(ii) PROCEDURE WITH CHECK POINTS FOR ANNUAL KYC OF DIRECTOR THROUGH DIR 3 KYC FORM**

1. Ensure that-
  - the person holds a valid Director Identification Number (DIN) on 31<sup>st</sup> March of any financial year.
  - there is/are change(s) in the particulars of DIN and the mobile number and email ID of the DIN holder are new.
  - the concerned DIN holder has not filed e-Form DIR 3 KYC in any previous financial year.
  - the concerned DIN holder holds a valid DIN on 31<sup>st</sup> March of any financial year and has not completed web based annual KYC of DIN in due time.
2. Person who possesses active DIN on 31<sup>st</sup> March, shall complete KYC procedure by filing e-Form DIR-3 KYC on or before 30th September of immediate next financial year.
3. Arrange Digital Signature Certificate (DSC) of the concerned DIN holder whose e-Form DIR-3 KYC is to be filled and in case, he/she has no DSC, first obtain his/her DSC.
4. Arrange Permanent Account Number (PAN) card, Aadhaar card and passport in case of Indian National and passport in case of Foreign National as these documents are mandatorily required for e-Form DIR-3 KYC. Also arrange valid proof of residence, like electricity bill, telephone bill, utility bill, etc.
5. Check that the name, father's name, and date of birth with the PAN card of the concerned DIN holder, and if there is any mismatch, either first file DIR-6 for change in particulars of DIN or modify PAN card as per DIN details.

6. Ensure that the details of concerned DIN holder are in accordance with the DSC application form.
7. Check that the personal mobile number and personal email ID of the concerned person whose DIR-3 KYC is to be filed are working, as OTPs will be received from Ministry of Corporate Affairs (MCA) on these mobile and email ID during filling up the e-Form DIR-3 KYC on MCA portal.
8. Get the following documents (self-attested) of the concerned DIN holder duly certified by a company Secretary/Chartered Accountant/Cost Accountant in whole-time practice who will certify the e-Form DIR-3 KYC:
  - PAN Card
  - Aadhaar Card
  - Passport
  - Proof of Residence
  - Documents related to proof of residence (bank statement/utility bill) should not be older than 2(two) months from the date of filing of DIR-3 KYC in case of Indian National and address proof should not be older than 1 (one) year from the date of filing of DIR-3 KYC in case of foreign national.
9. If supporting documents are in languages other than 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. In case of foreign nationals, translation done by the notary of home country is also acceptable.
10. Fill-up all the particulars in e-form DIR-3 KYC along with OTPs received on mobile number and mail ID and attach all the required valid documents, namely, PAN Card, Aadhar Card, Passport and residence address proof, etc.
11. Once the e-form DIR-3 KYC is filled up, submit the form, and download it from MCA portal, affix the DSC of concerned person and certifying professional on the downloaded form and upload the said form on MCA V3 Portal.
12. The MCA portal will acknowledge the acceptance of DIR-3 KYC and will display an acknowledgement message.

13. In case, the concerned person does not file DIR-3 KYC within due time, his/her DIN will be deactivated and once the DIN is deactivated, the DIN can be re-activated by filing DIR-3 KYC with a fee of Rs.5,000/-.

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