

# NEWSLETTER



## DETAILS ABOUT TYPES OF DIN & RELATED FORMS



### DIRECTOR IDENTIFICATION NUMBER IN MCA

### INTRODUCTION:

A Director Identification Number (DIN) is a distinct 8-digit number assigned by the Ministry of Corporate Affairs (MCA) in India to anyone who wishes to serve as a director in a company or a designated partner in a limited liability partnership (LLP). It is compulsory for all directors and remains valid indefinitely. The DIN contributes to the establishment of a centralized database for all directors and promotes regulatory adherence and transparency in corporate governance.

### Newsletter Highlight:

- Introduction
- Types of DIN Forms
- Conclusion
- Compliance Calendar

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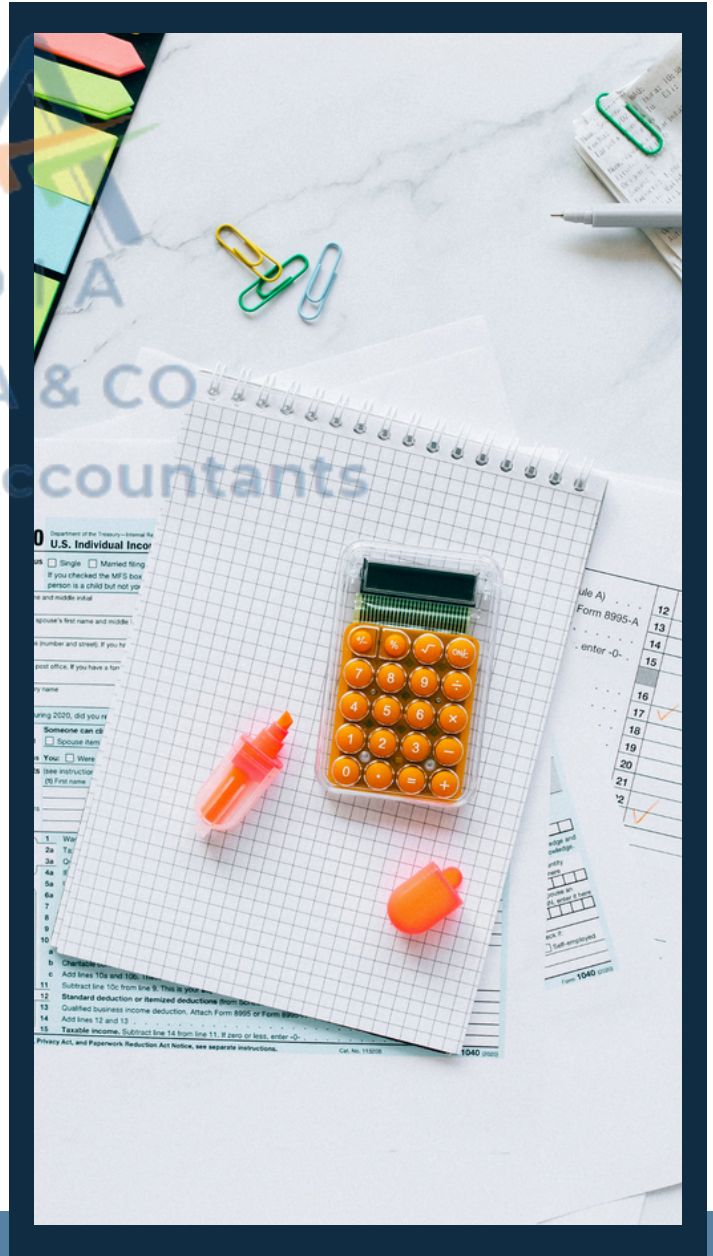
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# TYPES OF DIN FORMS:

- DIR 3 - Application for allotment of DIN
- DIR 3C - Intimation of DIN by the company
- DIR 6 - Change in particular of Director
- DIR 12 - Appointment of directors and KMP
- Form DIR 3 KYC - KYC of directors
- DIR 11 - Resignation of a director
- DIR 5 - Surrender of DIN
- DIR 10 - Removal of disqualification of directors
- DIR 9 - Disqualification of directors

## DIR 3 – Application for allotment of DIN:

DIR-3 is an electronic form utilized for requesting a Director Identification Number (DIN), which is a distinct 8-digit identifier necessary for individuals aiming to be directors of a company in India. In contrast, DIR-3 KYC is an annual compliance obligation for directors to refresh and confirm their KYC (Know Your Customer) information with the Ministry of Corporate Affairs (MCA).



## DIR-3C



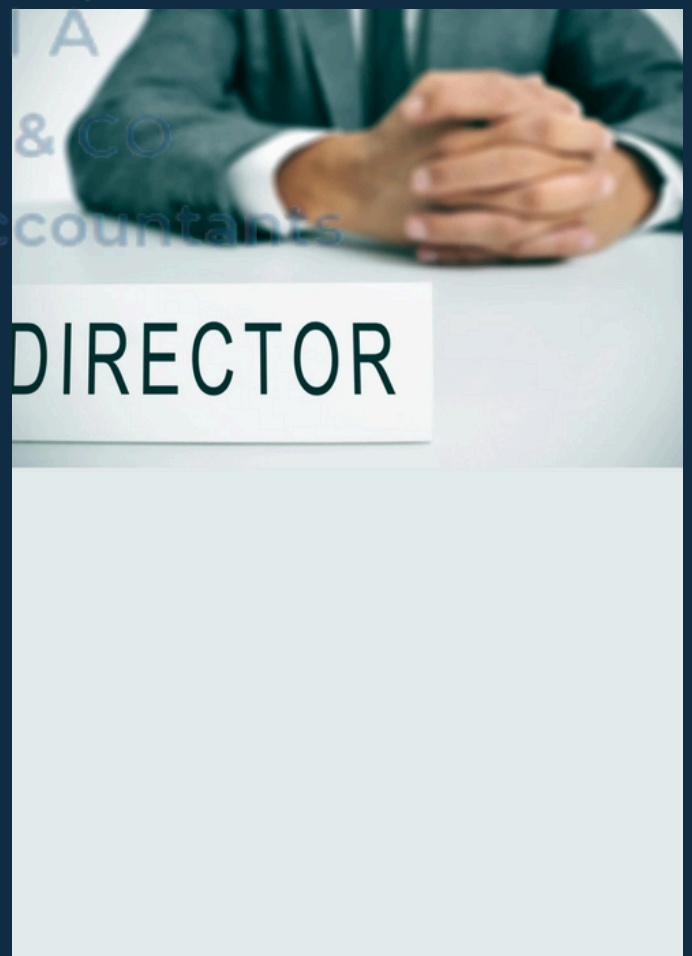
## DIR 3C – Intimation of DIN by the company:

DIR-3C is an electronic form utilized by companies to notify the Registrar of Companies (ROC) regarding the Director Identification Numbers (DINs) of their directors. This form must be submitted within 15 days after a company receives the notice of DIN allotment for its directors. In essence, it's the method through which companies inform the authorities of their directors' DINs, as required by the Companies Act. Additionally, the company is obligated to inform the Registrar about the directors' DINs using 'Form No. DIR 3C' within 15 days of getting the intimation.

## DIR 6 – Change in particular of Director:

DIR-6 is an e-form used to report changes in a director's or designated partner's information to the Ministry of Corporate Affairs (MCA) in India. It's essentially an intimation of any changes to details like name, address, email, phone number, or other personal information previously submitted in the DIR-3 or SPICE forms for obtaining a Director Identification Number (DIN).

The due date for filing Form DIR-6, which is used to intimate changes in director particulars to the Ministry of Corporate Affairs (MCA), is within 30 days of the change.



# DIR 12 – Appointment of directors and KMP:

Form DIR-12 is a form submitted to the Registrar of Companies (ROC) as per the Companies Act, 2013, which provides information regarding the appointment or resignation of directors and key managerial personnel (KMP) within a company. This form is utilized to inform the ROC about modifications in the company's directorship and KMP roles. The submission deadline is within 30 days of the meeting's conclusion. Form DIR-12, which pertains to the appointment, resignation, or alteration in designation of directors and key managerial personnel (KMP), should be submitted to the Registrar of Companies (ROC) within 30 days following the relevant occurrence.



## Form DIR 3 KYC – KYC of directors:

The DIR-3 KYC form is an essential compliance obligation for directors who possess a Director Identification Number (DIN) in order to ensure the accuracy and validity of their information with the Ministry of Corporate Affairs (MCA). Any individual assigned a Director Identification Number (DIN) on or before March 31 of a financial year must submit the director KYC in accordance with rule 12A by the deadline of September 30 in the following financial year.



# DIR 11 – Resignation of a Director:

Form DIR-11 is a document that a resigning director must file with the Registrar of Companies (ROC) in India. It serves as formal notification to the ROC about the director's resignation from a company, as per Section 168(1) of the Companies Act, 2013. The director must file this form within 30 days of their resignation date. The due date for filing Form DIR-11 is within 30 days from the date of resignation.



## DIR 5 – Surrender of DIN:

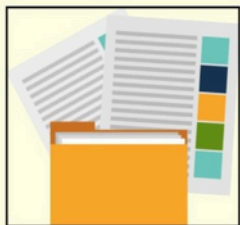
Form DIR-5 is an application to relinquish a Director Identification Number (DIN) filed with India's Ministry of Corporate Affairs (MCA). A DIN is a unique 8-digit number assigned to individuals who are or wish to become directors of a corporation or partners in an LLP. DIR-5 is used when a DIN holder no longer requires the DIN, whether they have never used it, have several DINs, or are no longer affiliated with any company/LLP. There is no specified filing deadline.

**DIR-5 Form:  
DIN Surrender**



# DIR 10 – Removal of disqualification of directors:

DIR-10 aims to simplify the process for filing the application to Regional Director (North) to remove disqualification of directors. An individual can apply to Regional Director (North) to remove disqualification (under Section 164(1) and 164(2)(b)) through this webform. Does not have a specific due date.



Application for Removal of Disqualification of Directors



Report by the Company to Registrar for Disqualification of Directors

## DIR 9 – Disqualification of directors:

Form DIR-9 is a report that a business makes with the Registrar of Companies (ROC) informing them of a director's disqualification under Section 164 of the Companies Act, 2013. This document is critical for ensuring openness and compliance with corporate laws regarding board appointments and qualifications. Form DIR-9, a company's notification to the Registrar regarding director disqualification, must be filed within 30 days of receiving information from Form DIR-8. If the corporation fails to file DIR-9 within this timeframe, its officers are termed "officers in default".

## **DIN** (Director Identification Number)



## **CONCLUSION:**

The Director Identification Number (DIN) is a critical regulatory tool that promotes accountability and transparency in the corporate sector. By uniquely identifying individuals serving as directors or designated partners, DIN helps the Ministry of Corporate Affairs track and monitor directorial activities across companies. It is a fundamental requirement for anyone aspiring to hold a directorship in India and plays a vital role in strengthening corporate governance.



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# COMPLIANCE CALENDAR JULY, 2025

## GST

**10<sup>TH</sup> July:** GSTR-7 (TDS), GSTR-8(TCS)

**11<sup>TH</sup> July:** GSTR-1 (MONTHLY)

**13<sup>TH</sup> July:** GSTR-1 (FOR QRMP), GSTR-6 (ISD), GSTR-5 (NRTP)

**18<sup>th</sup> July:** CMP-08 (Composition Dealers; 1<sup>st</sup> Quarter of F.Y. 2025-26)

**20<sup>TH</sup> July:** GSTR-3B (MONTHLY), GSTR-5A (OIDAR)

**22<sup>nd</sup> July:** GSTR-3B (for QRMP; Category I States)

**24<sup>th</sup> July:** GSTR-3B (for QRMP; Category II States)

## INCOME TAX

**07<sup>TH</sup> July:** DEPOSIT OF TDS & TCS

**15<sup>TH</sup> July:** TCS Return for the quarter ending June, 2025

**31<sup>rd</sup> July:** TDS Return for the quarter ending June, 2025

## PF & ESI

**15<sup>TH</sup> July:** Deposit of  
PF & ESI

## RBI

**15<sup>th</sup> July:** FLA Return



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