

HOW TO CREATE DIN/DPIN?

Step: 1

- Visit the website of Ministry of Corporate Affairs "<http://www.mca.gov.in>"
- Go to "[MCA Services](#)" Tab
- On the left corner bottom under "[E-Filing](#)", click on "[Company Forms Download- For DIN](#)" or "[LLP Forms Download-For DPIN](#)"

Step: 2

- Search the form name and Click on hyperlink and download the form DIR-3.

Step: 3

- Provide Applicant's full name. **(Tip:- DIN for NRI/ Foreign applicant: NAME AS PER DSC should be exactly same as APPLICANT NAME filed here in this form)**
- Provide Father's full name. (Even Married women must also give father's name)
- Photograph: Latest passport size photo of applicant, click on dialogue box and select JPEG image.
- Provide other relevant details like your nationality, residential status, Occupation, Educational qualification, Date of birth, gender, Income-tax permanent account number, residential address, and PAN as per the details provided in your PAN card.
- Verify your PAN by clicking 'Verify Income Tax PAN'
- Enter your personal mobile number and email address. **(Tip: Need to be active and in use)**
- Particulars marked in (*) are mandatory to be filled.
- Attachments: **Attested** documents by professionals like Identity proof, Residence proof, etc.
- Fill Verification details and select Certification declaration.
- Go through the form once for correcting any errors and click "Check Form".

Step: 4

- Sign the form with applicant DSC.
- Enter the details of company in which applicant will be adding and the digital signature of the director.

Step: 5

- Go through the form once for correcting any errors and click “Prescrutiny”.
- If after Prescrutiny any modification need to be done before filing with MCA portal, click on Modify tab and changes can be done, then again click on Check form tab and repeat step-4.

Step: 6

- Login to MCA using Username and Password.
- Select MCA Workspace → Upload Forms → Normal Forms→ Select Filled DIR-3 Form from your browse→ Upload.
- A Five Hundred rupee challan along with the DIN/DPIN and SRN shall be generated.

In case you need further assistance please feel free to contact us!! We will be more than happy to work with you :-)

Thanks & Regards

Team TRJ & Co.