

CIRCULAR

As per Rule 12A of Directors KYC: Any person who has been allotted "Director Identification Number (DIN/DPIN). It is mandatorily required to file form DIR-3 KYC before 30th September of the immediately next financial year

WHO TO FILE

WEB SERVICE- DIR-3 KYC:

- Web based e-form DIR-3 KYC shall be used by the DIN holder who has submitted DIR-3 KYC e-form in the previous financial year and no update is required in his details.

E-form DIR-3 KYC:

- If an individual has obtained Director Identification Number (DIN) in the Financial Year 2019-20, in that case such individual shall file e-form DIR-3 KYC.
- E-form DIR-3 KYC is to be filed by an individual who holds DIN and is filing his KYC details for the first time OR
- By the DIN holder who has already filed his KYC once in e-form DIR-3 KYC but wants to update his details.

LIST OF DETAILS /DOCUMENTS REQUIRED

WEB SERVICE- DIR-3 KYC:

1. Unique Mobile Number (OTP will be generated for verification)
2. Unique Email Id (OTP will be generated for verification)

E-form DIR-3 KYC:

1. Unique Mobile Number (OTP will be generated for verification)
2. Unique Email Id (OTP will be generated for verification)
3. PAN Card copy of the concerned director (Self Certified)
4. Aadhar Card copy or Passport copy or Election Id card and current electricity bill or mobile bill or bank statement in the name of the proposed director (Self Certified)
5. Digital Signature of the concerned proposed director

CONSEQUENCES OF NON-FILING

- Attract penalty after due date
- DIN status will be deactivated if not filed by reason stating as” *Non-filing of DIR-3 KYC*”

DUE DATE OF WEB SERVICE DIR-3 KYC

- Due date of filing of KYC is September 30, 2020.

In case you need further assistance please feel free to contact us!!

We will be more than happy to work with you :-)

TRJ & CO.
COMPANY SECRETARIES

Thanks & Regards,
CS TAMANNA RUSHABH JHABAK JAIN
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