



Instruction Kit for eForm DIR-3C

(Intimation of Director Identification number by the company to the Registrar)

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Instruction Kit for eForm DIR-3C

(Intimation of Director Identification number by the company to the Registrar)

About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This document provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

Click on any section link to refer to the section.

Part I – Law(s) Governing the eForm

Rule Number(s)

eForm DIR-3C is required to be filed pursuant to Section 157 of the Companies Act, 2013 & Rule 10A (2) of the Companies (Appointment and Qualification of Directors) Rules, 2014 which are reproduced for your reference.

Section 157:

(1) Every company shall, within fifteen days of the receipt of intimation under section 156, furnish the Director Identification Number of all its directors to the Registrar or any other officer or authority as may be specified by the Central Government with such fees as may be prescribed or with such additional fees as may be prescribed within the time specified under section 403 and every such intimation shall be furnished in such form and manner as may be prescribed.

(2) If a company fails to furnish Director Identification Number under sub-section (1), before the expiry of the period specified under section 403 with additional fee, the company shall be punishable with fine which shall not be less than twenty-five thousand rupees but which may extend to one lakh rupees and every officer of the company who is in default shall be punishable with fine which shall not be less than twenty-five thousand rupees but which may extend to one lakh rupees.



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Rule 10A (2):

(2) The intimation by the company of Director Identification Number of its directors under section 157 of the Act shall be furnished in Form DIR-3C within fifteen days of receipt of intimation under section 156.”

Purpose of the eForm

Every director shall inform all the companies in which he/ she is a director, of the DIN allotted to him/her in Form DIR-3B within 30 days of the receipt of intimation of approval of DIN. Similarly, the Secretary and Manager of a company shall inform the company of their Income-tax Permanent Account Number (PAN). Company needs to further inform about DIN of the directors to the Registrar in Form DIR-3C within 15 days of receiving the intimation.

eForm Number as per Companies Act, 1956

eForm DIN-3



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Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm DIR-3C at Field Level

Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

S. No/ Section Name	Field Name	Instructions
1	Corporate Identity Number (CIN)	Enter the Valid CIN of the company. You may find CIN by entering existing registration number or name of the company on the MCA website.(www.mca.gov.in) Also the Company should be in Active status. Please check the status in Master data of the company available at MCA site.
1	Pre-fill button	Click the Pre-fill button. On clicking the button, system shall automatically display the name, registered office address of the company.
4	Authorized capital (in Rupees)	Enter the amount of authorized capital. Should be greater than zero
5	Number of Members of the company	Enabled and Mandatory, if the above field is not entered. Should be a Positive integer
6	Paid-up capital (in Rupees)	Enabled if authorized capital is entered Should be less than or equal to authorized capital entered in field 4
7	a Total number of Managing Director, Director(s) as on the date of filing of this form	Enter the total number of managing directors/directors in the company as on date of filing of the form. Should be greater than or equal to 2



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S. No/ Section Name		Field Name	Instructions
7	b	Number of managing director, director(s) (Enter here the total number of managing director, directors for which the form needs to be filed)	Enter the number of managing directors/directors for which the form needs to be filed. Should be greater than zero. Maximum value of this field can be 12. Should be less than or equal to the number entered in field 7a
8		Details of the director or managing director of the company.	Enter the details of all the managing directors/directors of the company for which the form needs to be filed.
8	I	Director Identification number	Enter an approved DIN of the Director.
8		Pre-fill button	Click the Pre-fill button. On clicking the button, system shall automatically display the full name, present residential address, date of birth, Date of approval of DIN by the Central Government, Date of receipt of Form DIR 2 from the director office address of the company.
8		Kindly attach form DIR-2/DIR-3B in case details entered above	Attach the DIR-2/DIR-3B. The attachment will be attached along with others attachments at the end of the form.
8		Designation	Select the appropriate designation from the dropdown values.
8		Category	Select the appropriate category from the dropdown values.
8		Whether Chairman, Executive director, Non-Executive Director	Select the appropriate checkbox value Executive director and Non-Executive director both cannot be selected together (only one of these two can be selected). It shall be mandatory to select either executive director or non-executive director if the option chairman is selected. Option 'Non-executive director' cannot be selected



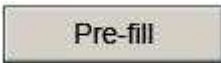


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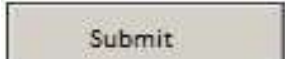
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S. No/ Section Name		Field Name	Instructions
8		DIN of the director to whom the appointee is alternate	Enabled and mandatory if designation selected in field 8i is alternate director Should be an approved DIN; and should be different from the DIN entered in field 8a within the same block of the director details.
8		Name of the director to whom the appointee is alternate	Prefilled on the basis of DIN entered in field 8l
8		Name of the company or institution whose nominee the appointee is	Enabled and mandatory if the designation selected in field 8i is nominee
8		Date of appointment	The entered date should be less than or equal to the system date. Should be greater than or equal to 18 years from the date of birth of the director corresponding to the DIN entered in field 8a
9	I	Details of the Manager or Secretary of the company	Enter the details of manager/secretary. If the PAN of the manager/secretary is entered ,then it is mandatory to fill details in following fields: (a) Full name (b) Father's Full Name (c) Present residential address (d) Pin Code (e) Phone (f) Fax (g) Designation (h) Date of appointment (i) Whether employed full time or part time (j) Email id The date of appointment cannot be later than the date of filing this eform.
To be digitally signed by		Declaration	Enter the serial number and date of board resolution authorizing the signatory to sign and submit the eForm.

S. No/ Section Name	Field Name	Instructions
	DSC	Ensure the eForm is digitally signed by the Director, Managing Director, Manager or Company Secretary. The person should have registered his DSC with MCA by using the following link (www.mca.gov.in). If not already register, then please register before signing this form. Disqualified director should not be able to sign the form.
	DIN or Income-tax PAN or Membership number	<ul style="list-style-type: none"> • In case the person digitally signing the eForm is a Director or Managing Director - Enter the approved DIN. • In case the person digitally signing the eForm is Manager, - Enter valid income-tax PAN. • In case the person digitally signing the eForm is Company Secretary - Enter valid membership number.
Attachments	<ul style="list-style-type: none"> • Optional Attachments 	

Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 	The Pre-fill button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database. Click this button to populate the field. Note: You are required to be connected to the Internet to use the Pre-fill functionality.
Attach 	Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove Attachment 	You can view the attachments added to the eForm in the List of attachment field.

Buttons	Particulars
	To remove any attachment from the eForm, select the attachment in the List of attachment field and click the Remove attachment button.
Check Form 	<ol style="list-style-type: none"> 1. Click the Check Form button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors. 2. Correct the highlighted errors. 3. Click the Check Form button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”. <p>Note: The Check Form functionality does not require Internet connectivity.</p>
Modify 	<p>The Modify button is enabled, after you have checked the eForm using the Check Form button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> 1. Click the Modify button. 2. Make the changes to the filled eForm. 3. Click the Check Form button to check the eForm again.
Pre scrutiny 	<ol style="list-style-type: none"> 1. After checking the eForm, click the Prescrutiny button. System performs some checks and displays errors, if any. 2. Correct the errors. 3. Click the Prescrutiny button again. If there are no errors, a message is displayed “No errors found.” <p>The Prescrutiny functionality requires Internet Connectivity. Please attach signatures before clicking on Prescrutiny.</p>
Submit 	This button is disabled at present.



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Part III - Important Points for Successful Submission

Fee Rules

S. No.	Purpose	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit(days) for filing
1.	Intimation of Director Identification number by the company to the Registrar	The Companies (Registration of offices and Fees) Rules, 2014-Annexure A		15 days of receipt of intimation by company (earliest date in the form)	15 days

Fees payable is subject to changes in pursuance of the Act or any rule or regulation made or notification issued thereunder.

Processing Type

The eForm will be processed by the office of Registrar of Companies (Non STP). On processing of the eform the details will be saved with MCA.

Email

When an eForm is registered by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email at the end of the day to the email id of the company.



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Annexure A

The Companies (Registration of offices and Fees) Rules, 2014

In case of company having share capital

Nominal Share Capital	Fee applicable
Less than 1,00,000	Rupees 200
1,00,000 to 4,99,999	Rupees 300
5,00,000 to 24,99,999	Rupees 400
25,00,000 to 99,99,999	Rupees 500
1,00,00,000 or more	Rupees 600

In case company not having share capital

Fee applicable
Rupees 200 per document

Additional fee rules

Period of delays	All forms
Up to 15 days	1 times of normal fees
More than 15 days and up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees

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