

**DIR – 3 KYC  
COMPANIES (APPOINTMENT AND QUALIFICATION OF  
DIRECTORS) THIRD AMENDMENT RULES, 2019**

MCA vide notification dated July 25, 2019 has amended the Companies (Appointment and Qualification of Directors) Rules, 2014 and revised the provisions of filing e-form DIR-3 KYC as detailed below:

i) **“E-Form DIR – 3 KYC”** for:

- Individual who holds DIN and is filing his KYC details for the first time or
- Individual who has already filed his KYC once in e-form DIR-3 KYC and wants to update/change his/her personal mobile number or the e-mail address.

ii) **“Web based Verification through DIR-3-KYC-WEB”** for:

DIN holder who has filed DIR-3 KYC e-form in the previous financial year and no updation/change is required in current financial year.

iii) **“DIR-6 and Web based verification through DIR-3-KYC-WEB”** for:

For DIN holder who has filed e-form DIR-3 KYC in the previous financial year and wants to update/change his/ her personal details other than mobile number and e-mail address. First, e-form DIR-6 is to be filed for updation/change of the same and subsequently, KYC can be done through the web-based service.

**REQUISITES FOR FILING THE SAME ON MCA PORTAL**

• **For Indian Residents:**

- ❖ Basic details like Nationality, Citizenship details (whether a citizen of India or not)
- ❖ Self-Attested Aadhar Card
- ❖ Self-Attested PAN Card (Mandatory in case of Indian Citizen)
- ❖ Self-Attested Passport, (Mandatory if a person possesses the same),
- ❖ Self-Attested Voter ID Card
- ❖ Self-Attested Proof of Permanent Residential Address (Aadhar Card, Passport, Voter ID Card, ration card, driving license, electricity bill, telephone bill) and it should be in the name of applicant only.
- ❖ If Permanent and Present Residential address are not same then self-attested Proof of Present address is required.
- ❖ Email ID
- ❖ Personal Mobile No

• **For Non Residents:**

- ❖ Basic details like Nationality, Citizenship details (whether a citizen of India or not)
- ❖ Apostilled/Notarized Proof of Passport\*\* (Mandatory for Foreign Nationals holding DIN)
- ❖ Apostilled/Notarized Proof of Permanent Residential Address\*\* (Aadhar Card, Passport, Voter ID Card, ration card, driving license, electricity bill, telephone bill) and it should be in the name of applicant only.
- ❖ If Permanent and Present Residential address are not same then Apostilled/Notarized Proof of Present address is required.
  - ❖ If Non Resident DIN holder does not have any Permanent Address outside India then an affidavit is required that he / she doesn't not have any permanent address outside India.
- ❖ Email ID
- ❖ Personal Mobile Number

**\*\* Where Non Resident individual is in a country which is a part of the Commonwealth Countries, then documents shall be notarized by a Notary (Public) in that part of the Commonwealth.**

**\*\* Where Non Resident individual is in a country which is outside the Commonwealth and not a party to the Hague Apostille Convention, 1961, then documents shall be notarized by the Notary (Public) of the country of his origin and be duly apostilled in accordance with the said Hague Convention.**

**\*\* Where Non Resident individual is in a country which is not a party to the Hague Apostille Convention, 1961, then documents shall be notarized by the Notary (Public) of such country and the certificate of the Notary (Public) shall be authenticated by a Diplomatic or Consular Officer empowered in this behalf under section 3 of the Diplomatic and Consular Officers (Oaths and Fees) Act, 1948 (40 of 1948) or, where there is no such officer by any of the officials mentioned in section 6 of the Commissioners of Oaths Act, 1889 (52 and 53 Vic.C.10), or in any Act amending the same.**

After filing of E-form on the basis of above documents two OTP's will be generated i.e. on the registered Email Id and Mobile No. These OTP's are required to be intimated for successful filing of the Form on MCA portal.

**For Web service DIR-KYC-WEB:**

Every DIN holder who has submitted DIR-3 KYC e-form in the previous financial year and no updation/change is required in the information already filed, then he/she is required to do KYC through Web service available at <http://www.mca.gov.in/mcafoportal/vefDirKYCService.do>

After Login under the head, enter the DIN of the Director, then enter the two OTP's generated on registered Email ID and Mobile No. of the Director. Details of the Director will be depicted on the page. If the details are fine, the same shall be submitted to generate challan.

**DUE DATE**

Due Date for e-Form DIR – 3 KYC and web-Form DIR-3-KYC-WEB: **30th September, 2019**

**CONSEQUENCES OF NON-FILING**

DIN shall be deactivated and such deactivation shall continue until the filing of above forms with **additional fees of Rs. 5000/-**

*Link for the Notification:* [http://www.mca.gov.in/Ministry/pdf/ThirdAmendRules\\_25072019.pdf](http://www.mca.gov.in/Ministry/pdf/ThirdAmendRules_25072019.pdf)

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**Suggestions may be sent to [rupesh@cacsindia.com](mailto:rupesh@cacsindia.com)**

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