

# FORM NO.DIR-3-KYC

[Pursuant to rule 12A of The Companies  
(Appointment and Qualification of  
Directors) Rules, 2014]



# KYC of Directors

Form Language  English  Hindi

## Note-

- All fields marked in \* are mandatory fields

- In case of Indian nationals, Income-tax Permanent Account Number (Income-tax PAN) is mandatory in all cases even if there is no change in Income-tax PAN. In such cases, director details should be as per Income-tax PAN. In case the details as per Income-tax PAN are incorrect, director/designated partner is advised to first correct the details in Income-tax PAN. Refer instruction kit for details

1.(a) \* Director Identification Number (DIN)

(b) Name

2. \*Director's name (Enter full name and do not use abbreviations)

(a) First name

(b) Last name

(c) Middle Name

3. \*Father's name (Even Married women must give father's name)

(a) First name

(b) Last name

(c) Middle Name

4. \*Whether a citizen of India  Yes  No

5. \*Nationality

6. \*Whether resident in India  Yes  No

7. \*Date of birth  (DD/MM/YYYY)

8. \*Gender  Male  Female  Transgender

9. Income tax PAN

10. Do you have Aadhaar  Yes  No

Aadhaar number

11. Voter's Identity card number

12. \*Do you have a valid passport  Yes  No

#Passport number

13. Driving license number

14. \*Personal Mobile Number  Country Code  Mobile Number

15. \*Personal Email ID

16. \*Enter OTP for Mobile Number

17. \*Enter OTP for Email ID

18. Permanent residential address  
Do you have permanent address outside India  Yes  No

\*Line I

Line II

\*City

\*State  \*Pin code

ISO country code  Phone  Fax

\*Country

19. Whether present residential address is same as permanent residential address  Yes  No

20. Present residential address

*Line I			
Line II			
*City			
*State		*Pin code	
ISO country code		Phone	
		Fax	
*Country			

### List of attachments

#### Attachments

1. \*Proof of permanent address
2. Copy of Aadhaar Card
3. Copy of Passport
4. Proof of present address
5. Optional attachments, if any

Attach
Attach
Attach
Attach
Attach

Remove attachment

### Verification

I, hereby confirm and verify that the particulars given in the Form herein above are true and also are in agreement with the documents being attached to this form.

- (i) The documents being attached to the Form DIR-3KYC belong to me. I further confirm that all required documents have been duly issued by the respective government authority and are being attached to the Form DIR-3 KYC and
- (ii) I further confirm that the Mobile No and email ID belong personally to me and
- (iii) I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and
- (iv) I have no other allotted DIN other than DIN in which changes are intimated under section 154 of the Companies Act,2013 or a Designated Partner Identification Number under section 7 of the Limited Liability Partnership Act, 2008.
- (v) I shall be liable under section 448 of the Act and under relevant provisions of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to be have been omitted.

\*To be digitally signed by Applicant

### Certification

I declare that I have been duly engaged for the purpose of certification/verification of this form. It is hereby certified that:

\* I have satisfied myself about the identity of the applicant and his address based on the perusal of the original of the attached document.

Note: In case where the applicant is residing outside India the particulars have to be verified from the documents duly attested by the attesting authority as prescribed.

\* I have verified and attested the documents of the applicant based on the Originals documents produced before me.

\* All required attachments have been completely attached to this application

\* I have gone through the provisions of The Companies Act, 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed.

\* I further certify that:

\* Mobile No and email ID belong to the applicant / Director signing the form.

\* All the required attachments have been completely and legibly attached to this form;

\* I have kept a copy of this form and attachments thereto, in my records for further reference.

\* It is understood that I shall be liable for action under Section 448 of The Companies Act, 2013 for wrong certifications, if any found at any stage.

\* To be digitally signed by

\* Category

\* Whether Associate or Fellow       Associate       Fellow

\* Membership Number

\* Certificate of Practice Number

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**Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement / certificate and punishment for false evidence respectively.**

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This e-Form has been taken on file maintained by the register of companies through electronic mode and on the basis of statement of correctness given by the Director and professional.