

Instruction Kit for Form No. DIR-3  
(Application for allotment of Director Identification Number  
before appointment in an existing company or LLP)

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## ABOUT THIS DOCUMENT

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This Instruction Kit is designed as a step-by-step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

*User is advised to refer to the respective instruction kit for filing of each webform.*

This document is divided into following sections:



**Part I – Law(s) governing the webform**



**Part II– Accessing Form No. DIR-3 application**



**Part III – Instructions to fill the webform**



**Part IV – Key points for successful submission**

*Click on any section link to refer to the particular section.*

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## 1 PART I – LAW(S) GOVERNING THE WEBFORM

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Pursuant to Section [153](#) of the Companies Act, 2013 & Rule [9\(1\)](#) of the Companies (Appointment and Qualification of Directors) Rules, 2014 & Rule [10](#) of Limited Liability Partnership Rules, 2009.

### 1.1 Purpose of the webform

Form No. DIR-3 aims to simplify the process for filing application to DIN processing desk for obtaining DIN before appointment in an existing company or LLP for KYC of directors.

Any individual not having DIN, who intends to be appointed as director in an existing company or a designated partner in any existing LLP shall make an application in webform ‘DIR-3’ for allotment of Director Identification Number (‘DIN’).

### 1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application webforms.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant is registered as a business/registered user on the MCA portal before filing the webform.*
- ✓ *Please ensure that the company/LLP is registered with MCA and has a valid and approved Corporate Identity Number (CIN)/ Limited Liability Partnership Identification Number (LLPIN).*
- ✓ *Please ensure that the signatories have an approved DIN or valid PAN/Membership number, as applicable.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.*
- ✓ *Please ensure that the DSC of the signatory attached in the webform is registered on MCA portal against the DIN/PAN/Membership number as provided in the webform.*
- ✓ *Please ensure that the DIN of signatory is not flagged for disqualification of director.*
- ✓ *Please ensure that the DIN/DPIN applicant is not a potential duplicate and no DIN/DPIN has already been allotted to the applicant.*
- ✓ *Please ensure the applicable ID proof numbers viz. PAN / Voter's ID card / Passport number / Driving License/ Aadhar number/mobile number/email ID as provided by the user manually or through Digi Locker webform should not be associated with the following:*
  - *Any DIN/DPIN existing in the MCA database with status as ‘Approved’ or ‘Approved - Pending verification’ or ‘Under Processing’*
  - *Against any pending DIN/DPIN application through i.e. SRN of SPICe+ or webform DIR-6 / FiLLiP with status as ‘Under processing’ or ‘payment incomplete’*
- ✓ *If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.*
- ✓ *Please ensure that the signatory is associated with Company/LLP under the selected designation.*

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- ✓ *Please ensure that the name of the applicant entered in the webform should be same as the name mentioned in the DSC affixed for the applicant.*
- ✓ *Please ensure to affix the DSC of the applicant first followed by DSC of the authorised signatory.*
- ✓ *Please note that single name shall be allowed in applicant name and/or father's name only in case same single name is there in PAN database.*

## 2 PART II – ACCESSING FORM NO. DIR-3 APPLICATION

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### 2.1 Application Process for Form No. DIR-3

#### 2.1.1 Initial Submission

##### 2.1.1.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Select “MCA services” and further select “E-Filing”

**STEP 4:** Select “Company Forms Download” module

**STEP 5:** Navigate to the header “DIN related filings”

**STEP 6:** Access “Application for allotment of Director Identification Number before appointment in an existing company or LLP (Form No. DIR-3)”

**STEP 7:** Fill up the application

**STEP 8:** Save the webform as a draft (optional)<sup>2</sup>

**STEP 9:** Submit the webform

**STEP 10:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

**STEP 11:** Affix the DSC

**STEP 12:** Upload the DSC affixed pdf document on MCA portal

**STEP 13:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 14:** Acknowledgement is generated and confirmation email for submission of application along with provisional DIN or approved DIN details

**STEP 15:** Once the webform is processed, in case of approval of webform, an intimation mail along with the Approval order is sent to the registered Email ID of the user and in case of rejection of webform, an intimation mail is sent to the registered Email ID of the user

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access Form No. DIR-3 through search bar on MCA homepage (website search)<sup>3</sup>

**STEP 3:** Login to MCA portal with valid credentials

**STEP 4:** Fill up the application

**STEP 5:** Save the webform as a draft (optional)<sup>2</sup>

**STEP 6:** Submit the webform

**STEP 7:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

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<sup>1</sup> In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Application for allotment of Director Identification Number before appointment in an existing company or LLP” in case the user is not already logged in.

<sup>2</sup> The option to save the webform as a draft shall be enabled once the user enters the applicant name.

<sup>3</sup> In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

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**STEP 8:** Affix the DSC

**STEP 9:** Upload the DSC affixed pdf document on MCA portal

**STEP 10:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 11:** Acknowledgement is generated and confirmation email for submission of application along with provisional DIN or approved DIN details

**STEP 12:** Once the webform is processed, in case of approval of webform, an intimation mail along with the Approval order is sent to the registered Email ID of the user and in case of rejection of webform, an intimation mail is sent to the registered Email ID of the user

### 2.1.2 Resubmission

#### 2.1.2.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Access application history through user dashboard

**STEP 4:** Select Form No. DIR-3 application with status as 'Resubmission required'

**STEP 5:** Fill up the application

**STEP 6:** Save the webform as a draft (optional)<sup>2</sup>

**STEP 7:** Submit the webform

**STEP 8:** SRN is updated

**STEP 9:** Affix the DSC

**STEP 10:** Upload the DSC affixed pdf document on MCA portal<sup>4</sup>

**STEP 11:** Resubmission of webform (In case the user does not complete re-submission of the webform and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 12:** Acknowledgement is generated

**STEP 13:** Once the webform is processed, in case of approval of webform, an intimation mail along with the Approval order is sent to the registered Email ID of the user and in case of rejection of webform, an intimation mail is sent to the registered Email ID of the user

#### 2.1.2.2 Option 2

**STEP 1:** Click on the link provided in the notification email sent (received for resubmission)

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Fill up the application

**STEP 4:** Save the webform as a draft (optional)<sup>2</sup>

**STEP 5:** Submit the webform

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<sup>4</sup> For the SRN's that are marked 'Resubmission required', the user is required to update the details in the webform and complete submission (including the upload of DSC affixed pdf) within 15 days from the date the BO user has sent the SRN back for resubmission.

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**STEP 6:** SRN is updated

**STEP 7:** Affix the DSC

**STEP 8:** Upload the DSC affixed pdf document on MCA portal<sup>4</sup>

**STEP 9:** Resubmission of webform (In case the user does not complete re-submission of the webform and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 10:** Acknowledgement is generated

**STEP 11:** Once the webform is processed, in case of approval of webform, an intimation mail along with the Approval order is sent to the registered Email ID of the user and in case of rejection of webform, an intimation mail is sent to the registered Email ID of the user

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### 3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific Instructions to fill ‘Form No. DIR-3’ at Field Level

*Instructions to fill ‘Form No. DIR-3’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1	Fetch from Digilocker	User shall have an option to delink the Digilocker details while filing this webform.
2	Photograph (Attach a latest passport size photograph by clicking on above box)	<ul style="list-style-type: none"> <li>i. Please attach a latest passport size photograph in .jpg format in photograph box.</li> <li>ii. Please ensure that the size of the image attached is less than 1 MB.</li> </ul>
	Remove Photograph	<ul style="list-style-type: none"> <li>i. If the user wishes to remove or replace the photograph, he/she can do so by using the “remove photograph” button.</li> <li>ii. This button shall be enabled after the photograph has been successfully attached in photograph box.</li> </ul>
4	<b>Applicant’s name (Enter full name and do not use abbreviations)</b>	<ul style="list-style-type: none"> <li>i. In case digilocker is not selected, either of applicant’s First name or Last name shall be mandatory to enter.</li> <li>ii. User is not allowed to enter a single alphabet in this field except in the case of foreign citizen.</li> <li>iii. Abbreviated names are allowed for applicants having foreign nationality.</li> <li>iv. Single name shall be allowed in Form No. DIR-3 in Applicant name only if same single name is there in Income tax PAN database</li> <li>v. Please note that the name shall be verified based on PAN in case PAN is provided in field number 12 i.e. “Income-tax permanent account number”.</li> </ul>
4(a)	First name	
4(b)	Middle name	
4(c)	Last name	
5	<b>Father’s name (Even married women must enter details of father’s name)</b>	<ul style="list-style-type: none"> <li>i. In case digilocker is not selected, either of applicant’s First name or Last name shall be mandatory to enter.</li> <li>ii. User is not allowed to enter a single alphabet in this field except in the case of foreign citizen.</li> <li>iii. Abbreviated names are allowed for applicants having foreign nationality.</li> <li>iv. Single name shall be allowed in Form No. DIR-3 in Father’s name only if same single name is there in Income tax PAN database</li> <li>v. Please note that the name shall be verified based on PAN in case PAN is provided in field number 12 i.e. “Income-tax permanent account number”.</li> </ul>
(a)	First name	
(b)	Middle name	
(c)	Last name	



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Field No.	Field Name	Instructions
6	Nationality	India shall be prefilled and non-editable in case 'Yes' is selected by user in field number 3 i.e. "Whether a citizen of India", in other case the user shall enter the nationality in this field.
8(b)	Area of occupation	This field shall be displayed and mandatory in case 'Self-employed' or 'Professional' or 'Serviceman' is selected in field number 8(a) i.e. "Occupation type".
8(c)	If 'others' selected, please specify	This field shall be displayed and mandatory in case 'Others' is selected in field number 8(b) i.e. "Area of occupation"
9 (b)	If 'others' selected, please specify	This field shall be displayed and mandatory in case 'Others' is selected in field number 9(a) i.e. "Educational qualification".
10	Date of birth (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>i. In case digilocker option is selected, field to be fetched from the metadata received through digilocker.</li> <li>ii. In case digilocker option is not selected then date shall be entered manually by the user.</li> <li>iii. Date entered in this field shall be less than the system date.</li> <li>iv. Please note that the difference between date of birth entered by user and system date shall be greater than or equal to 18 years.</li> </ul>
12	Income-tax permanent account number	<ul style="list-style-type: none"> <li>i. In case digilocker option is selected, field to be fetched from the metadata received through digilocker, else has to be manually entered.</li> <li>ii. This field shall be mandatory if 'Yes' is selected in field number 3 i.e. "Whether a citizen of India".</li> <li>iii. Kindly ensure to enter a valid 10-digit alphanumeric number where first five characters are alphabet, the next four characters are numbers and the last character is also an alphabet.</li> <li>iv. PAN entered by user should not match with PAN number associated with any DIN in the existing database.</li> </ul>
	Verify income-tax PAN	It shall be mandatory for the user to click on 'Verify income-tax PAN' button in case PAN is provided in field number 12 i.e. "Income-tax permanent account number".
	Income tax PAN attachment	<ul style="list-style-type: none"> <li>i. This attachment shall be enabled and mandatory in case PAN is provided in field number 12 i.e. "Income-tax permanent account number".</li> <li>ii. Please note that only a single attachment is allowed in this field.</li> <li>iii. The attachment shall be either in pdf or .jpg format up to 2MB.</li> </ul>
14	Aadhaar number	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case 'Yes' is selected in field number 13 i.e. "Do you have Aadhaar".</li> </ul>

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Field No.	Field Name	Instructions
		<ul style="list-style-type: none"> <li>ii. In case digilocker option is selected, field to be fetched from the metadata received through digilocker.</li> <li>iii. In case digilocker option is not selected then the user shall enter Aadhaar number manually in this field.</li> <li>iv. Please enter a valid 12 -digit Aadhaar number in this field.</li> <li>v. Aadhaar number entered should not match with Aadhaar number associated with any DIN in the existing database.</li> </ul>
	Aadhaar number attachment	<ul style="list-style-type: none"> <li>i. This attachment shall be enabled and mandatory in case Aadhaar number is provided in field number 14 i.e. "Aadhaar number".</li> <li>ii. The attachment shall be either in pdf or .jpg format up to 2 MB.</li> </ul>
15	Voter's identity card number	<ul style="list-style-type: none"> <li>i. This field shall be mandatory in case 'No' is selected in field number i.e. "Do you have Aadhaar",</li> <li>ii. User shall have an option to provide any one out of 'Voter's identity card number' or 'Passport number' or 'Driving license number in the webform.</li> <li>iii. Please enter a valid Voter ID card number in this field.</li> <li>iv. Kindly ensure that the Voter's identity card number entered should not match with Voter's identity card number associated with any DIN in the existing database.</li> </ul>
	Voter's identity card attachment	<ul style="list-style-type: none"> <li>i. This attachment shall be enabled and mandatory in case Voter's identity card number is provided in field number 15 i.e. "Voter's identity card number".</li> <li>ii. The attachment shall be either in pdf or .jpg format up to 2 MB.</li> </ul>
16	Passport number	<ul style="list-style-type: none"> <li>i. Passport number shall be mandatory if 'No' is selected in field number 3 i.e. "Whether a citizen of India".</li> <li>ii. User shall have an option to provide any one out of 'Voter's identity card number' or 'Passport number' or 'Driving license number in the webform.</li> <li>iii. Please enter a valid 12-digit passport number in this field.</li> <li>iv. Kindly ensure that the Passport number entered should not match with Passport number associated with any DIN in the existing database.</li> <li>v. Kindly ensure to prefix the number with zero(s) to make it 12-digit number.</li> </ul>
	Passport attachment	<ul style="list-style-type: none"> <li>i. This attachment shall be enabled and mandatory in case Passport number is provided in field number 16 i.e. "Passport number".</li> <li>ii. The attachment shall be either in pdf or .jpg format up to 2MB.</li> </ul>

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Field No.	Field Name	Instructions
17	Driving license number	<ul style="list-style-type: none"> <li>i. In case digilocker option is selected, field to be fetched from the metadata received through digilocker.</li> <li>ii. Driver license number shall be mandatory if 'No' is selected in field number 13 i.e. "Do you have Aadhaar".</li> <li>iii. User shall have an option to provide any one out of 'Voter's identity card number' or 'Passport number' or 'Driving license number' in the webform.</li> <li>iv. Please enter a valid Driving license number in this field.</li> <li>v. Kindly ensure that the Driving license number entered should not match with Driving license number associated with any DIN in the existing database.</li> </ul>
	Driving license attachment	<ul style="list-style-type: none"> <li>i. This attachment shall be enabled and mandatory in case Driving license number is provided in field number 17 i.e. "Driving license number".</li> <li>ii. The attachment shall be either in pdf or .jpg format up to 2MB.</li> </ul>
18	Permanent residential address	<ul style="list-style-type: none"> <li>i. Kindly ensure to enter details for the address fields.</li> <li>ii. In case digilocker option is selected by the user, the fields under this label shall be fetched from the metadata received through digilocker and the fields shall be non-editable for the user.</li> </ul>
21	Present residential address	<ul style="list-style-type: none"> <li>i. If 'Yes' is selected in field number 20 i.e. "Whether present residential address is same as permanent residential address", then same present residential address is displayed automatically by the system as the permanent residential address.</li> <li>ii. If 'No' is selected, then entire present residential address shall be entered by user in this field.</li> </ul>
	<b>Attachments</b>	The user is required to provide the attachments either in pdf or .jpg format. All the attachments shall be up to 2MB.
(a)	Proof of residence of applicant	The user shall upload this attachment on mandatory basis.
(b)	Optional attachments, if any	<ul style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> </ul>
	<b>Certification</b>	Please select all the checkboxes.
	<b>To be digitally signed by Category</b>	<ul style="list-style-type: none"> <li>i. Kindly ensure that the webform is digitally signed by Director / Manager / Company Secretary / CEO / CFO of the company.</li> <li>ii. In case the person digitally signing the webform is a Director - Enter the approved DIN.</li> </ul>
	DIN/DPIN of the Director/Designated partner or	

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Field No.	Field Name	Instructions
	<p>PAN of the Manager or CEO or CFO; or membership number of Company Secretary</p> <p>Corporate identity number (CIN) / FCRN / LLPIN / FLLPIN with which the authorised signatory is associated and in which the applicant is proposed to be a director/designated partner</p> <p>Name of Company/ foreign company/ LLP/ foreign LLP</p>	<p>iii. In case the person digitally signing the webform is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter approved DIN or valid income-tax PAN.</p> <p>iv. In case the person digitally signing the webform is Company Secretary - Enter valid membership number.</p> <p>v. In case 'Designated partner is selected in field "Category" above, LLPIN should be entered and in all other cases, CIN should be entered.</p> <p>vi. 'Name of Company/ foreign company/ LLP/ foreign LLP' shall be prefilled based on the CIN/LLPIN.</p>

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3.2 Other instructions to fill 'Form No. DIR-3'

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Choose File</div>	<ul style="list-style-type: none"> <li>i. Click the “Choose File” button to browse and select a document that is required to be attached as a supporting to Form No. DIR-3.</li> <li>ii. All attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be <b>up to 10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the webform.</li> </ul>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Remove</div>	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Download</div>	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Save</div>	<ul style="list-style-type: none"> <li>i. Click on “Save” button for saving the application in a draft form at any given point in time prior to submitting the webform.</li> <li>ii. The “Save” option will be enabled only after entering the applicant name.</li> <li>iii. This is an optional field.</li> <li>iv. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted.</li> <li>v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Submit</div>	<ul style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>ii. When the user clicks on the “submit” button the details filled in the webform are auto saved and the system verifies the webform. In case errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ul>

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#### 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

##### 4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Application for allotment of DIN	The Companies (Registration Offices and Fees) Rules, 2014	NA	NA	NA

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

##### 4.1.1 The Companies (Registration Offices and Fees) Rules, 2014

Table 1

##### Normal fees

S#	Application made	Other than OPC & Small company (INR)	OPC & Small company (INR)
1	Application for allotment of Director Identification Number (DIN) under section 153 of the Act	500	500

##### 4.2 Processing Type

‘Form No. DIR-3’ shall be processed in STP mode in case no duplicate DIN is identified and shall be taken on record through electronic mode without any further processing. Ensure that all particulars in the webform are correct. There is no provision for resubmission of this webform.

‘Form No. DIR-3’ shall be processed in non-STP mode in case potential duplicate DIN is identified.

##### 4.3 Useful links

1. Link to access Form No. DIR-3: <https://www.mca.gov.in/MinistryV2/companyformsdownload.html>
2. FAQ’s related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>

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4.4 Rejection codes

S#	Description
1	Proof of identity has not been attested by the applicant
2	Proof of residential address has not been attested by the applicant
3	The supporting document for identity proof is not valid as it has not been issued by any Government Authority
4	The enclosed evidence has handwritten entries
5	Date of birth is not matching with the date of birth mentioned in the proof attached
6	Applicant's name is not matching with the name mentioned in the proof attached
7	Address is not matching with the address details mentioned in the proof attached
8	Applicant's father's name is not matching with the father's name mentioned in the proof attached
9	Identification number entered in application does not match with the identity proof enclosed
10	The gender is not entered correctly in DIN webform
11	Proof of Identity not attached with the application
12	Address proof not attached with the application
13	Non-submission of copy of passport (for foreign nationals)
14	Passport duly apostilled not enclosed (For foreign nationals)
15	The supporting documents attached not valid or current or has expired
16	Others
17	The submitted application is duplicate DIN application i.e. an approved DIN already exists in this name