Table of Contents

About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This documents 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

Section and Rule Number(s)

eForm DIR-6 is required to be filed pursuant to **Rule 12(1)** of the Companies (Appointment and Qualification of Directors) Rules, 2014 which is reproduced for your reference.

Rule 12(1):

(1) Every individual who has been allotted a Director Identification Number under these rules shall, in the event of any change in his particulars as stated in Form **DIR-3**, intimate such change(s) to the Central Government within a period of thirty days of such change(s) in Form **DIR-6** in the following manner, namely;-
(i) the applicant shall download Form **DIR-6** from the portal and fill in the relevant changes, attach copy of the proof of the changed particulars and verification in the Form **DIR-7** all of which shall be scanned and submitted electronically;
(ii) the form shall be digitally signed by a chartered accountant in practice or a company secretary in practice or a cost accountant in practice;
(iii) the applicant shall submit the Form **DIR-6;**

Purpose of the eForm

A director having an approved DIN is required to intimate to MCA in case of change(s) in his particular(s) as stated in eForm DIR-3 /Old form DIN1 within a period of 30 days of any such change.

eForm Number as per Companies Act 1956

Form DIN4 as per Companies Act, 1956.

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm DIR-6 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.

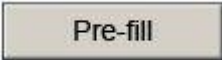| S. No/ Section Name		Field Name	Instructions
Note: - In case of Indian nationals, Income-tax Permanent Account Name (Income-tax PAN) is mandatory in all cases even if there is no change in Income-tax PAN. In such cases, director/designated partner details should be as per Income-tax PAN. In case the details like name/father's name/DOB as per Income-tax PAN are incorrect, director/designated partner is advised to first correct the details in Income-tax PAN before filing this eForm. - Ensure that all particulars in the eForm are correct. However, if the contents specified in the eForm matches with an already filled DIR-3/DIN details, then the application shall be marked as a potential duplicate and shall then be processed by DIN Cell. EForm shall be allowed to be resubmitted only once in case of processing under this. - If not identified as potential duplicate, DIN shall be auto approved by the system and will be sent to DIN cell for verification if verification is not passed, an email is sent to the director for correction of defects by filing eForm DIR-6. - In case eForm is filed for updation of income-tax PAN in respect of Disabled DIN, then status of DIN shall be changed to 'Approved' consequent upon approval of the eForm. - It shall be mandatory to enter email ID and mobile number in all cases.			
1	(a)	DIN (Director Identification Number)	Enter an approved DIN of the director. In case Income tax PAN details are not updated against DIN then disabled DIN can be selected.
		Pre-fill button	Click the **Pre-fill** button. On clicking the button, system will automatically display the name of the applicant.

S. No/ Section Name	Field Name	Instructions
2	Type of Change	Select from the values below the type of change(s) made: In case a disabled DIN is entered it is mandatory to select Income tax permanent account number.
	Photograph (Attach a latest passport size photograph by clicking on above box)	Attach a latest passport size photograph in JPEG format. In case there is a change in the photograph of Director/Designated Partner it is mandatory to attach a photograph.
3	Director's/Designated Partner's name (Enter full name and do not use abbreviations)	In case Director's/ Designated Partner's name is to be corrected, enter the correct full name. • Single alphabet is not allowed in field 'first name' and 'last name' in case director/ designated partner is Indian. "Middle Name" is an optional field. You should enter it only if a middle name exists. • Prefixes like Mr. / Ms. / Kumari / Shri etc. are not acceptable. The name should be filled exactly as given in the identity proof including the spelling. Please ensure that you provide your first, middle and last name in the respective fields. It is mandatory to enter either applicant's first name or applicant's last name. However, in case of Indian nationals, single name shall be allowed only in case same single name is there in Income tax PAN.
4	Father's name (Even married woman must give father's name)	In case father's name is to be corrected, enter the correct full name. • Single alphabet is not allowed in field 'First name' and 'Last name' in case applicant is Indian. 'Middle Name' is an optional field. You should enter it if a middle name exists on the evidence. • Prefixes like Mr. / Ms. / Kumari / Shri etc. are not acceptable. The

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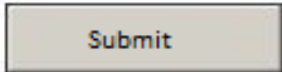
S. No/ Section Name	Field Name	Instructions
		name should be filled exactly as given in the identity proof, including the spelling. Please ensure that you provide the first, middle and last name in the respective fields. • It is mandatory to enter either father's first name or father's last name. However, in case of Indian nationals, single name shall be allowed only in case same single name is there in Income tax PAN.
5	Whether a citizen of India o Yes o No	In case if there is any change in the Nationality of the director/ designated partner; select whether the director/ designated partner is a citizen of India or not.
6A	Whether resident in India o Yes o No	In case residential status of director/ designated partner is to be updated, select whether the director or designated partner is resident in India or not.
9	Income tax permanent account number	In case of Indian national, it is mandatory to enter Income tax PAN in all cases even if there is no change in Income-tax PAN. In such case, it shall be mandatory to click on 'Verify income-tax PAN' button. Director's/ Designated Partner's name (first, middle and last name), Father's name (first, middle and last name) and date of birth will be verified by the system from the income-tax PAN details.
13	Aadhaar number	Enter valid aadhaar number. It is mandatory to enter in case type of change as Aadhaar number is selected at serial no 2.
14	Mobile	It is mandatory to enter mobile number in all cases.
15	Email	It is mandatory to enter email id of the applicant in all cases.
16	Permanent residential address	If permanent address is to be corrected, enter the details matching exactly with the residence proof.

S. No/ Section Name	Field Name	Instructions
		In case, the country selected is other than India, and you do not have PIN Code, enter 'NA'. In case of foreign nationals, state can be mentioned in address/ city.
17	Whether present residential address is same as permanent residential address o Yes o No	If 'Yes' is selected, then present residential address is displayed automatically by the system and is same as the permanent residential address. If 'No' is selected, then enter the present residential address.
18	Present Residential Address	In case present residential address is to be corrected, enter the details matching exactly with the residence proof. In case, the country selected is other than India, and you do not have PIN Code, enter 'NA'.
To be digitally signed by	Ensure the eForm is digitally signed by the same person i.e. applicant who is filing the application.	
Certification	Select the relevant checkboxes. The eForm should be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the eForm. Select the relevant category of the professional and whether he/ she is an associate or fellow. Enter valid membership number and certificate of practice number of the practicing professionals. The supporting documents attached shall be self-attested by the applicant.	
Attachments	The following attachments are mandatory to be filed in all cases: • Proof of change in particulars • Copy of verification by the director in Form No. DIR-7 Proof of Identity of director/ designated partner • In case of Indian nationals, Income-tax PAN is a mandatory requirement for proof of identity.	

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S. No/ Section Name	Field Name	Instructions
	• In case of foreign nationals, passport is a mandatory requirement for proof of identity. Proof of residence of director/ designated partner • Address proofs like bank statements, electricity bill, telephone bill, utility bills etc. shall be attached. In case of Indian director/ designated partner, documents should not be older than 2 months from the date of filing of the eForm. • In case of foreign director/ designated partner, address proof should not be older than 1 year from the date of filing of the eForm. • Copy of verification by the director/ designated partner is mandatory to attach if the eForm. • In case of proofs which are in languages other than Hindi/ English, the proofs should be translated in Hindi / English from professional translator carrying his details (name, signature, address) and seal. Any other information can be provided as an optional attachment(s).	

Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 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 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.

Buttons	Particulars
Remove Attachment Remove attachment	You can view the attachments added to the eForm in the **List of attachment** field. To remove any attachment from the eForm, select the attachment in the **List of attachment** field and click the **Remove attachment** button.
Check Form Check Form	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". **Note**: The Check Form functionality does not require Internet connectivity.
Modify Modify	The Modify button is enabled, after you have checked the eForm using the **Check Form** button. To make changes to the filled and checked form: 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 Prescrutiny	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". 4. The **Prescrutiny** functionality requires Internet Connectivity.
Submit Submit	This button is disabled at present.
Country code	Enter the country code. Refer Annexure A – ISO Country Codes.

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Part III - Important Points for Successful Submission

Fee Rules

S. No	Purpose of the form	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees		Rema rks
				Event Date	Time limit(days) for filing	
1.	Intimation of change in particulars of the director	No fee	#N/A	#N/A	#N/A	

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 auto approved (STP) in case no potential duplicate is identified by the system and will be sent for verification by the DIN cell.

The eForm will be processed by the DIN cell (Non STP) in case potential duplicate is identified by the system.

SRN Generation

On successful submission of the eForm DIR-6, SRN will be generated and shown to the user which will be used for future correspondence with MCA.

Email

1. **In case potential duplicate is not identified:**

   - Approval mail of eForm DIR-6 shall be sent to the email id of the applicant and the user who has filed the eForm. An email shall also be sent to the user/applicant filing the eForm in case of 'Verification passed/ not passed'.

2. **In case potential duplicate is identified:**

(Intimation of change in particulars of Director to be given to the Central Government)

- An email shall be generated and sent to the applicant for processing of eForm DIR-6 after due verification by MCA. An email shall also be sent to the applicant/user filing the eForm in case the form is sent back for approval/rejection/resubmission as the case may be.

Rejection Codes

When an eForm is processed by the authority concerned, it may be rejected on the following grounds:

Rejection Code	Description
1	Proof of identity has not been attested by an authorized person.
2	Proof of residential address has not been attested by an authorized person.
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	The submitted application is duplicate DIN application i.e. an approved DIN already exists in this name
10	Identification number entered in application does not match with the identity proof enclosed.
11	The gender is not entered correctly in DIN form.
12	ID proof not attached with the application
13	Address proof not attached with the application
14	Non-submission of copy of passport (for foreign nationals)
15	Passport duly apostillised not enclosed (For foreign nationals)

Rejection Code	Description
16	Verification by applicant is not attached
17	Verification by applicant not in prescribed format
18	Verification by applicant is not signed
19	The prefixes/ suffixes like Mr. / Ms. / Kumari / Shri / Late or Ji etc. are used in your name or your father's name field in DIN form.
20	The supporting documents attached not valid or current or has expired.
21	In this case the description is entered by Back Office User.

Annexure A

List of ISO Country Codes

Country Name	Country Code	Country Name	Country Code
AFGHANISTAN	AF	LIBERIA	LR
ÅLAND ISLANDS	AX	LIBYAN ARAB JAMAHIRIYA	LY
ALBANIA	AL	LIECHTENSTEIN	LI
ALGERIA	DZ	LITHUANIA	LT
AMERICAN SAMOA	AS	LUXEMBOURG	LU
ANDORRA	AD	MACAO	MO
ANGOLA	AO	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
ANGUILLA	AI	MADAGASCAR	MG
ANTARCTICA	AQ	MALAWI	MW
ANTIGUA AND BARBUDA	AG	MALAYSIA	MY
ARGENTINA	AR	MALDIVES	MV
ARMENIA	AM	MALI	ML
ARUBA	AW	MALTA	MT
AUSTRALIA	AU	MARSHALL ISLANDS	MH
AUSTRIA	AT	MARTINIQUE	MQ
AZERBAIJAN	AZ	MAURITANIA	MR
BAHAMAS	BS	MAURITIUS	MU
BAHRAIN	BH	MAYOTTE	YT
BANGLADESH	BD	MEXICO	MX
BARBADOS	BB	MICRONESIA, FEDERATED STATES OF	FM
BELARUS	BY	MOLDOVA, REPUBLIC OF	MD
BELGIUM	BE	MONACO	MC
BELIZE	BZ	MONGOLIA	MN
BENIN	BJ	MONTENEGRO	ME
BERMUDA	BM	MONTSERRAT	MS
BHUTAN	BT	MOROCCO	MA
BOLIVIA	BO	MOZAMBIQUE	MZ
BOSNIA AND HERZEGOVINA	BA	MYANMAR	MM
BOTSWANA	BW	NAMIBIA	NA
BOUVET ISLAND	BV	NAURU	NR

Country Name	Country Code	Country Name	Country Code
BRAZIL	BR	NEPAL	NP
BRITISH INDIAN OCEAN TERRITORY	IO	NETHERLANDS	NL
BRUNEI DARUSSALAM	BN	NETHERLANDS ANTILLES	AN
BULGARIA	BG	NEW CALEDONIA	NC
BURKINA FASO	BF	NEW ZEALAND	NZ
BURUNDI	BI	NICARAGUA	NI
CAMBODIA	KH	NIGER	NE
CAMEROON	CM	NIGERIA	NG
CANADA	CA	NIUE	NU
CAPE VERDE	CV	NORFOLK ISLAND	NF
CAYMAN ISLANDS	KY	NORTHERN MARIANA ISLANDS	MP
CENTRAL AFRICAN REPUBLIC	CF	NORWAY	NO
CHAD	TD	OMAN	OM
CHILE	CL	PAKISTAN	PK
CHINA	CN	PALAU	PW
CHRISTMAS ISLAND	CX	PALESTINIAN TERRITORY, OCCUPIED	PS
COCOS (KEELING) ISLANDS	CC	PANAMA	PA
COLOMBIA	CO	PAPUA NEW GUINEA	PG
COMOROS	KM	PARAGUAY	PY
CONGO	CG	PERU	PE
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD	PHILIPPINES	PH
COOK ISLANDS	CK	PITCAIRN	PN
COSTA RICA	CR	POLAND	PL
COTE D'IVOIRE	CI	PORTUGAL	PT
CROATIA	HR	PUERTO RICO	PR
CUBA	CU	QATAR	QA
CYPRUS	CY	REUNION	RE
CZECH REPUBLIC	CZ	ROMANIA	RO
DENMARK	DK	RUSSIAN FEDERATION	RU
DJIBOUTI	DJ	RWANDA	RW
DOMINICA	DM	SAINT BARTHELEMY	BL
DOMINICAN REPUBLIC	DO	SAINT HELENA	SH

Country Name	Country Code	Country Name	Country Code
ECUADOR	EC	SAINT KITTS AND NEVIS	KN
EGYPT	EG	SAINT LUCIA	LC
EL SALVADOR	SV	SAINT MARTIN	MF
EQUATORIAL GUINEA	GQ	SAINT PIERRE AND MIQUELON	PM
ERITREA	ER	SAINT VINCENT AND THE GRENADINES	VC
ESTONIA	EE	SAMOA	WS
ETHIOPIA	ET	SAN MARINO	SM
FALKLAND ISLANDS (MALVINAS)	FK	SAO TOME AND PRINCIPE	ST
FAROE ISLANDS	FO	SAUDI ARABIA	SA
FIJI	FJ	SENEGAL	SN
FINLAND	FI	SERBIA	RS
FRANCE	FR	SEYCHELLES	SC
FRENCH GUIANA	GF	SIERRA LEONE	SL
FRENCH POLYNESIA	PF	SINGAPORE	SG
FRENCH SOUTHERN TERRITORIES	TF	SLOVAKIA	SK
GABON	GA	SLOVENIA	SI
GAMBIA	GM	SOLOMON ISLANDS	SB
GEORGIA	GE	SOMALIA	SO
GERMANY	DE	SOUTH AFRICA	ZA
GHANA	GH	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
GIBRALTAR	GI	SPAIN	ES
GREECE	GR	SRI LANKA	LK
GREENLAND	GL	SUDAN	SD
GRENADA	GD	SURINAME	SR
GUADELOUPE	GP	SVALBARD AND JAN MAYEN	SJ
GUAM	GU	SWAZILAND	SZ
GUATEMALA	GT	SWEDEN	SE
GUERNSEY	GG	SWITZERLAND	CH
GUINEA	GN	SYRIAN ARAB REPUBLIC	SY
GUINEA-BISSAU	GW	TAIWAN, PROVINCE OF CHINA	TW

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(Intimation of change in particulars of Director to be given to the Central Government)

Country Name	Country Code	Country Name	Country Code
GUYANA	GY	TAJIKISTAN	TJ
HAITI	HT	TANZANIA, UNITED REPUBLIC OF	TZ
HEARD ISLAND AND MCDONALD ISLANDS	HM	THAILAND	TH
HOLY SEE (VATICAN CITY STATE)	VA	TIMOR-LESTE	TL
HONDURAS	HN	TOGO	TG
HONG KONG	HK	TOKELAU	TK
HUNGARY	HU	TONGA	TO
ICELAND	IS	TRINIDAD AND TOBAGO	TT
INDIA	IN	TUNISIA	TN
INDONESIA	ID	TURKEY	TR
IRAN, ISLAMIC REPUBLIC OF	IR	TURKMENISTAN	TM
IRAQ	IQ	TURKS AND CAICOS ISLANDS	TC
IRELAND	IE	TUVALU	TV
ISLE OF MAN	IM	UGANDA	UG
ISRAEL	IL	UKRAINE	UA
ITALY	IT	UNITED ARAB EMIRATES	AE
JAMAICA	JM	UNITED KINGDOM	GB
JAPAN	JP	UNITED STATES	US
JERSEY	JE	UNITED STATES MINOR OUTLYING ISLANDS	UM
JORDAN	JO	URUGUAY	UY
KAZAKHSTAN	KZ	UZBEKISTAN	UZ
KENYA	KE	VANUATU	VU
KIRIBATI	KI	VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP	VIET NAM	VN
KOREA, REPUBLIC OF	KR	VIRGIN ISLANDS, BRITISH	VG
KUWAIT	KW	VIRGIN ISLANDS, U.S.	VI
KYRGYZSTAN	KG	WALLIS AND FUTUNA	WF
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA	WESTERN SAHARA	EH

(Intimation of change in particulars of Director to be given to the Central Government)

Country Name	Country Code	Country Name	Country Code
LATVIA	LV	YEMEN	YE
LEBANON	LB	ZAMBIA	ZM
LESOTHO	LS	ZIMBABWE	ZW

Back

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