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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 KYC (Web) 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.*

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

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Pursuant to Rule [12A](#) of the Companies (Appointment and Qualification of Directors) Rules, 2014.

### 1.1 Purpose of the webform

Form No. DIR-3 KYC (Web) aims to simplify the process for verification of director's KYC details.

Every individual who holds a Director Identification Number as on 31st March of a Financial year is required to file 'Form No. DIR-3 KYC (Web)' for the said financial year to the central government on or before 30th September of the immediate next financial year to validate and confirm the KYC details existing in the MCA21 database. The service is only a medium of verification of existing details and no update of information is possible through this service.

In case any update is required in the existing details of the director, user may submit the updated details in eform 'Form No. DIR-3-KYC' instead of this service for submitting KYC.

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

- ✓ Please read instructions and guidelines carefully before filling online application webforms.
- ✓ Please ensure that applicant is registered as a business/registered user on the MCA portal before filing the webform.
- ✓ Please ensure that the applicant has valid mobile number and email ID registered on MCA portal against the DIN.
- ✓ Please ensure that the applicant has a valid DIN with Status 'Approved' or 'Disqualified' or 'Deactivated' due to non-filing of webform DIR-3 KYC.
- ✓ Please ensure that at least one eform 'Form No. DIR-3-KYC' has been filed against the DIN.
- ✓ Please ensure that the DIN is an approved DIN against which webform 'DIR-3 KYC web' is not in status 'Payment incomplete' or 'Under processing' or 'Approved' during the current Financial Year.
- ✓ Please ensure that in case the DIN status is deactivated, filing shall be allowed only if the reason for deactivation is 'Non-filing of KYC in DIR-3 KYC'.
- ✓ Please ensure no webform DIR-6 should be pending for approval against the DIN.
- ✓ Please ensure that the DIN entered in the webform was allotted on or before 31st March of the previous financial year.
- ✓ Please ensure that the applicant verifies the OTP entered for mobile number and email id.
- ✓ 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 note no fees is applicable if application for KYC is filed before 30th September by DIN holder who has been allotted DIN on or before 31st March of every year, and whose DIN is in 'Approved' status.

## 2 PART II – ACCESSING FORM NO. DIR-3-KYC (Web) APPLICATION

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### 2.1 Application Process for Form No. DIR-3-KYC (Web)

#### 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 “Verify Director's KYC Details (Form No. DIR-3 KYC (Web))”

**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:** Pay Fees if application for KYC of Directors is filed where DIN status is ‘deactivated’ and the reason for deactivation is ‘Non-filing of KYC in DIR-3-KYC’ (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 12:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access Form No. DIR-3 KYC (Web) 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)

**STEP 8:** Pay Fees if application for KYC of Directors is filed where DIN status is ‘deactivated’ and the reason for deactivation is ‘Non-filing of KYC in DIR-3-KYC’ (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)

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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 “Verify Director's KYC Details” 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 DIN.

<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.

Instruction Kit for Form No. DIR-3 KYC (Web)  
(Verify Director's KYC Details)

**STEP 9:** Acknowledgement is generated

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

#### 3.1 Specific Instructions to fill 'Form No. DIR-3 KYC (Web)' at Field Level


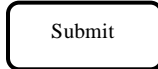
*Instructions to fill 'Form No. DIR-3 KYC (Web)' are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1	DIN of director	This field shall be pre-filled based on login ID of the director else manually entered by user.
2 (a)	Personal mobile number	<ul style="list-style-type: none"> <li>i. Country code and mobile number shall be prefilled on the basis of DIN entered.</li> <li>ii. Mobile number shall be masked, only country code and last 2 digits shall be visible to the user.</li> </ul>
	Send OTP	<ul style="list-style-type: none"> <li>i. This button shall be enabled once DIN is entered.</li> <li>ii. The user shall click on this button for verification of mobile number through OTP.</li> <li>iii. OTP shall be valid for a span of 2 hours.</li> </ul>
	Resend OTP	<ul style="list-style-type: none"> <li>i. This button shall be enabled after 1 minute of sending the first OTP.</li> <li>ii. On clicking this button, a new OTP will be sent to the user's mobile number.</li> </ul>
	Enter OTP for Mobile Number	<ul style="list-style-type: none"> <li>i. This field shall be enabled after OTP has been requested by clicking 'Send OTP' button.</li> <li>ii. OTP entered in this data field should match the OTP sent on mobile number of the user.</li> </ul>
	Verify OTP	<ul style="list-style-type: none"> <li>i. OTP shall be validated on click of this button.</li> <li>ii. Director's master data fields shall be displayed only when OTP is successfully validated on click of this button.</li> </ul>
2(b)	Personal Email ID	<ul style="list-style-type: none"> <li>i. Prefilled on the basis of DIN entered.</li> <li>ii. The email id entered should be valid.</li> <li>iii. Email Id shall be masked.</li> </ul>
3	Director's Name	These fields shall be prefilled based on DIN from Director's Master data.
4	Father's Name	
5	Citizen of India	
6	Nationality	
7	Resident of India	
8	Date of Birth	
9	Gender	
10	Income Tax PAN	
11	Aadhaar Number	

Instruction Kit for Form No. DIR-3 KYC (Web)  
(Verify Director's KYC Details)

Field No.	Field Name	Instructions
12	Voter's Identity Card Number	
13	Passport Number	
14	Driving License Number	
15	Permanent Residential Address	
16	Present Residential Address	
	Proceed	
	Cancel	On click of this button, a pop-up message will be shown to the user. "Any unsaved changes will be discarded. Do you want to continue". If user clicks on 'Yes', user is redirected to the application history and in case of 'No', user is redirected to the webform.
	Save	On click of this button, the information provided in the webform will be saved.

### 3.2 Other instructions to fill ‘Form No. DIR-3 KYC (Web)’

Buttons	Particulars
	<ul style="list-style-type: none"> <li>i. Click on “Save” button for saving the application in a draft webform at any given point in time prior to submitting the webform.</li> <li>ii. The “Save” option will be enabled only after entering the <i>DIN</i>.</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>
	<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. Incase 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>



## 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 KYC filed before 30 <sup>th</sup> September by DIN holder who has been allotted DIN on or before 31 <sup>st</sup> March of every year, and whose DIN is in 'Approved' status	NA	NA	NA	NA
2	Application for KYC of Directors where DIN status is 'deactivated' and the reason for deactivation is 'Non-filing of KYC in DIR-3 KYC'.	INR 5000	NA	NA	NA

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

### 4.2 Processing Type

Form No. DIR-3 KYC (Web) shall be processed in STP mode 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.

### 4.3 Useful links

1. Link to access Form No. DIR-3 KYC (Web): <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/company-forms-download.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/payment-services.html>