

<p>From: S V SURYANARAYANA, Practising Company Secretary OFFICE & RESIDENCE # 13-6-439/A/7 ; SATYANARAYANA NAGAR, GUDIMALKAPUR - MEHDIPATNAM RING-ROAD HYDERABAD- 500 02, INDIA Phone:040-23524935 ❖ Fax: 040-23524904 Mobile: 9848080080 Office Cell: 98489 80081 e-mail cs@suryanarayana.com e-mail2 surya342@rediffmail.com Website: www.suryanarayana.com</p>	<p>DIRECTOR IDENTIFICATION NUMBER [DIN] Check-list of requirements Company Name: _____ Address: _____ _____ CIN: _____</p>
--	--

The requirements to be followed by your Company and Directors are described below for your understanding and availing my services:

1. DIN for existing and new Directors in Form DIN-1:

Procedure:

- (A) Fill data of Director in a simple Form on my web-site <http://www.suryanarayana.com/din>
This online submission Form reaches me instantaneously to take appropriate steps.
Alternatively download and fill word file by clicking:
<http://www.suryanarayana.com/din/DataForDINandDigitalSignature.doc>
This Form + Annexures can be sent by courier to take appropriate steps.
- (B) Form DIN-1 will be filled online at MCA web-portal in respect of existing or new Director.
- (C) Provisional DIN cum application will be generated in pdf file and the same will be sent to you by email / courier
- (D) Print, fill and physically signed application to be sent back to me along with proof of identity + proof of address will be duly certified and attested by me as Practising Company Secretary
- (E) The Form + Annexures will be certified by me before sending the set of documents to DIN cell of Ministry of Company Affairs [MCA], Noida
- (F) The status of DIN application will be tracked by me online for necessary further action.
- (G) Director gets a physical letter or email about allotment of regular DIN from MCA
- (H) DIN approval status as shown on MCA web-portal will be captured as a screen-shot, converted into pdf file and parked on my web site www.suryanarayana.com in your Company folder. This file can be opened or saved on your PC any time, anywhere quickly.

Time-frame:

All existing & new Directors shall obtain DIN immediately. Provisional DIN valid for **SIXTY DAYS**. Application for regular DIN to be sent to MCA DIN cell within 60 days of obtaining provisional DIN.

Fee Payable:

MCA Fee: Presently the fee payable for submission of DIN-1 is Rs.100.

Professional Fee:

Primary Application: Rs. 1,000 [Rupees One Thousand + Service Tax @ 12%] per Director whether such Directors' application is accepted or rejected.

Re-submission Application: Rs. 500 [Rupees Five Hundred + Service Tax @ 12%] per Director whether such Directors' re-submitted application is accepted or rejected.

The total fee shall be payable in advance by way of at par Cheque or DD in favour of **S V SURYANARAYANA** payable at Hyderabad.

2. Intimation of allotment of Director Identification Number (DIN) to the Company by the Director in Form DIN-2***Procedure:***

- (A) Form DIN-2 to be filled-in own handwriting of Director and signed by every Director whoever obtained DIN. The Signature shall be identical to that of his/ her signature affixed on the application for DIN.
- (B) The enclosed format can be used for taking multiple copies to be used by all Directors of your Company
- (C) Alternatively you can download from my website by clicking:
<http://www.suryanarayana.com/din/DIN2intimationByDirector.pdf>
- (D) Print this Form DIN-2 and get it filled up by every Director separately. But see that the dates on every Form shall be uniform. To save filing fee, I can combine all DIN-2 forms and submit to Registrar of Companies as one batch for which I suggest the Date to be left blank.
- (E) Enclose with every DIN-2 Form, a clear Xerox copy of DIN approval letter received from Ministry of Company Affairs. [If this has not been received by the Director, please strike of the sentence: ~~A copy of the DIN Allotment Letter is enclosed.~~ Then write the following statement :
- “ DIN approval letter not received. In lieu of this, I attach herewith a copy of screen shot of MCA DIN approval status as downloaded, printed and certified by Mr. S V Suryanarayana, Practising Company Secretary”.**
- (F) The DIN-2 Form + Annexures shall be sent to me as part of the documents under the next procedure for Company to furnish DINs to Registrar of Companies in Form DIN-3.

Time-frame:

Every Director of your Company shall submit to the Company the DIN-2 Form with in **THIRTY DAYS** of receipt of DIN allotment letter issued by MCA, in view of requirements of filing of Form DIN-3 by the Company with Registrar of Companies, **The** Directors are advised to submit DIN 2 Form immediately irrespective of receipt of letter from Ministry of Company Affairs.

Fee Payable:

MCA Fee: NIL.

Professional Fee: NIL

This service is treated as part of the works handled by me under next mentioned procedure for filing Form **DIN-3**.

3. Intimation of Director Identification Number by the company to the Registrar of Companies in Form DIN-3:***Procedure:***

- (A) Form DIN-3 to be filed-in by me by using the same data contained in the provisional DIN-1 Form.
- (B) Enclosures required:
 - (1) DIN – 2 duly filled and physically signed by all Directors of the Company
 - (2) Original letter of DIN approval received by each Director from MCA
 - (3) Certified Copy of Board of Directors Resolution authorizing two Directors to digitally sign and submit eForms. The Resolution used for eForms earlier can be used for this purpose. But a printout of tthe same with the words in the bottom of the Resolution: “**Certified Copy for filing DIN-3**” and to be signed and dated shall be sent to me.
- (C) Digital Signatures of two Directors shall be made available to me from the time the DIN -3 process started till its approval. It may be required to be used for re-submissions/ alterations.
- (D) I will certify the DIN-3 Form + other Enclosures as Practising Company Secretary before uploading the same on MCA portal.
- (E) The status of DIN-3 Form will be tracked by me online till its approval and online inspection will be conducted by me to ensure that Form DIN-3 has been taken on record.

Time-frame:

Your Company shall submit to the Registrar of Companies in Form DIN-3 with in **SEVEN DAYS** of receipt of DIN-2 Form from Company Director(s).

Fee Payable:

MCA Fee: The fee payable for submission of DIN-3 Form is Rs.500 if filed within Seven Days of receipt of DIN2 or with additional Fee as applicable.

Professional Fee:

Fee shall be calculated @ Rs 500 [Rupees Five Hundred + Service Tax @ 12%] per every Director whose particulars included in DIN-3 [Example: If your Company has 2 Directors, the fee shall be Rs. 1,000/- If your Company has 10 Directors, the fee shall be Rs5,000/-]

The total fee shall be payable in advance by way of at par Cheque or DD in favour of **S V SURYANARAYANA** payable at Hyderabad.

4. Intimation of change in particulars of Director to be given to the Central Government in DIN-4

Procedure:

- (A) Form DIN-4 shall be used for intimating the Ministry of Company Affairs about the change in particulars of Director viz., change in name change in address, change in identity proof etc.,
- (B) You can download from my website by clicking:
<http://www.suryanarayana.com/din/DIN4DirectorParticularsChange.pdf>
- (C) Print this DIN-4 and get it filled-in own handwriting of Director and signed by Director whose particulars have been changed. The Signature shall be identical to that of his/ her signature affixed on the application for original DIN.
- (D) Enclose with every DIN-4 Form, a clear Xerox copy of documentary evidence
- (E) The DIN-4 Form + Annexures shall be sent to me for my certification before sending the set of documents to DIN cell of Ministry of Company Affairs [MCA], Noida
- (F) The status of DIN -4 will be tracked by me online for necessary further action.
- (G) Director gets a physical letter or email about changes accepted by MCA
- (H) DIN-4 approval status as shown on MCA web-portal will be captured as a screen-shot, converted into pdf file and parked on my web site www.suryanarayana.com in your Company folder. This file can be opened or saved on your PC any time, anywhere quickly.

Time-frame:

No time-frame has been provided. But it is advisable to notify to MCA in DIN-4 Form immediately after any change in particulars of Director so that the same changes will be reflected on MCA web portal and records of Registrar of Companies

Fee Payable:

MCA Fee: Presently the fee payable for submission of DIN-4 is NIL. It is proposed to collect a nominal fee in future.

Professional Fee: NIL

Fee shall be calculated @ Rs 500 [Rupees Five Hundred + Service Tax @ 12%] per every Director whose particulars included in DIN-4