

9. Application for allotment of Director Identification Number.—(1) Every individual, who is to be appointed as director of a company shall make an application electronically in Form DIR-3, to the Central Government for the allotment of a Director Identification Number (DIN) along with such fees as provided in the Companies (Registration Offices and Fees) Rules, 2014.

(2) The Central Government shall provide an electronic system to facilitate submission of application for the allotment of DIN through the portal on the website of the Ministry of Corporate Affairs.

(3) (a) The applicant shall download Form DIR-3 from the portal, fill in the required particulars sought therein and sign the form and after attaching copies of the following documents, scan and file the entire set of documents electronically—

- (i) photograph;
- (ii) proof of identity;
- (iii) proof of residence;
- (iv) verification by the applicant for applying for allotment of DIN in Form DIR-4; and
- (v) specimen signature duly verified.

(b) Form DIR-3 shall be signed and submitted electronically by the applicant using his or her own Digital Signature Certificate and shall be verified digitally by -

- (i) a chartered accountant in practice or a company secretary in practice or a cost accountant in practice; or
- (ii) a company secretary in full time employment of the company or by the managing director or director of the company in which the applicant is to be appointed as director.