

Company e-Filing Form DIR-3 KYC eForm

Any DIN holder who is filing his KYC details for the first time with MCA, must file all KYC details only through eForm DIR-3 KYC. There is no option for such a person to access the web-service for his KYC.

Further, any DIN holder who wants to update any information of his KYC details must update the same through filing of eForm DIR-3 KYC only. Please note that no update in details can be made by accessing the web-service for DIR-3 KYC.

The objective of Company e-Filing Form DIR-3:

To record the correct and latest details of the DIN holder.

Laws Governing the Company Form DIR-3:

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.

- The e-Filing Form DIR-3 KYC 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 DIN holder who is filing his KYC details for the first time with MCA, must file all KYC details only through eForm DIR-3 KYC. There is no option for such a person to access the web-service for his KYC.
- Any DIN holder who wants to update any information of his KYC details must update the same through filing of eForm DIR-3 KYC only. Please note that no update in details can be made by accessing the web-service for DIR-3 KYC.

Steps to access DIR-3 KYC eForm

1. Go to the MCA Services menu of the menu navigation bar
2. Go to Company e-Filing
3. Go to DIN Related Filings
4. Go to Form DIR-3 KYC – KYC Director

Login to access Company Form DIR-3

- The top navigation bar contains a Sign In/Sign Up tab for user's registration and login to the website.
- Once a user logs in to the MCA website, they can access MCA services such as uploading E-Forms, make payments, and annual E-Filing using My Workspace.

e-Filing Form DIR-3

- Enter Director Identification Number.
- Enter Director's full name, Father's name and do not use abbreviations.
- Mention Nationality.
- Check box on citizen of India and resident of India.
- Enter Date of birth, Gender, and PAN.
- Click on Verify Income Tax PAN.
- Enter Aadhaar number, Voter card number, Passport number, Driving license number, Mobile number, Email ID, Permanent and Present residential address.

- Click on Next button to proceed.
- Attach Proof of permanent and present residential address.
- Attach copy of Aadhaar card and Passport.
- Attach optional attachment(s) if any.
- Attach digital signature of Director.
- Check box declaration for the purpose of certification /verification.
- Enter digital signature, Category, Associate/Fellow, Membership/Practice number.
- Click on Next button to proceed.
- Review the entire form before submitting.
- Click on Submit button to proceed.
- DIR-3 KYC form has been submitted against SRN.
- Click on OK button to proceed.
- After submitting the form, the user will get automatically download of Form DIR-3 KYC PDF document into the system.

Payment

- Click on Make Payment button.