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ABOUT THIS DOCUMENT

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](#)



[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

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

1.1 Purpose of the webform

Every individual who holds a Director Identification Number as on the 31st March of a financial year, shall file KYC intimation in Form No. DIR-3-KYC-Web to the Central Government on or before the 30th June of the immediately following every third consecutive financial year.

Every individual holding a Director Identification Number shall, in the event of change in his personal mobile number, email address or residential address, submit Form No. DIR-3-KYC-Web within a period of thirty days of such change along with fee as provided under the Companies (Registration Offices and Fees) Rules, 2014.

1.2 Important Check Points while filling up the webform

- ✓ Please read instructions and guidelines carefully before filling online application webforms.
- ✓ Please attach the required mandatory supporting documents in the specified format only.
- ✓ Please ensure that DIN holder is registered as a business user on the MCA portal before filing the webform.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.
- ✓ Please ensure that DIN holder has a valid DIN with status 'Approved' or 'Deactivated due to non-filing of DIR-3-KYC'.
- ✓ Please ensure that the DSC of the signatory attached in the webform is registered on MCA portal against the DIN/Membership number as provided in the webform.
- ✓ Please ensure that the Income-tax PAN or Passport number as entered in the webform should not already exist in the database against the approved, Approved – Pending Verification / Under Processing / Provisional / Surrendered (for any previously updated DIN status, if any) / Under Process – Surrender or Deactivated on account of non-filing of KYC form for DIN status.
- ✓ Please ensure that the Income-tax PAN or Passport number as entered in the eForm should not already exist in the database against an SRN of SPICe or FiLLiP or DIR-6 with status 'Payment incomplete'/pending for DSC upload and payment/Submitted/Under processing.
- ✓ Please ensure that the Personal Mobile number or Personal email ID as entered in the eForm should not already exist in the database against any other approved/ Payment Incomplete DIR-3 KYC form except if the details are existing against the same DIN.
Note:
 - If the DIN allotment date is on or before 31st March 2025, then the KYC custom table will be checked and the DINs with status "Deactivated" due to Surrender will be excluded.
 - For the DINs allotted after 31st March 2025, DIN Master will be checked.
- ✓ Please note that single name shall be allowed in director name only in case same single name is there in PAN database. In case, single name is entered in director's middle name field, then the same shall not be allowed.
- ✓ The purpose "Reactivation of DIN or Reactivation along with any other combination" can be selected only if the DIN is under Deactivated due to non-filing of DIR-3 KYC status.

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- ✓ Please ensure that the membership number and/or certificate of practice number of the professional certifying the webform is a valid membership/certificate of practice number as existing in the database for that particular category of the professional and further they should not also be debarred.
- ✓ Please ensure that in case purpose is as 'Update of email id' or 'Update of email id' with any other combination, Email id provided shall be different from the DIN master. against the entered DIN.
- ✓ Please ensure that in case purpose is as 'Update of mobile number' or 'Update of mobile number' with any other combination, mobile number provided shall be different from the DIN master. against the entered DIN.
- ✓ Please ensure that the prefilled income-tax PAN in field 6 or Passport number in field 7 shall not already exist in the database against the 'Approved' or 'Deactivated on account of non-filing of KYC' where at least once DIR-3 KYC eform has been filed and allotment date is on or before 31 March 2025.
- ✓ Please ensure that the manually entered PAN/Passport should be same as available in DIN master where DIN is under 'Approved' status or 'Deactivated due to non-filing of DIR-3 KYC' excluding the cases where DIR-3 KYC eform is not done at least once and allotment date is on or before 31 March 2025.
- ✓ Please ensure DSC of the DIN holder is affixed before Professional's DSC.
- ✓ Please ensure that the name entered in the webform matches the name of the DSC holder.
- ✓ The purpose "KYC Compliance" will be enabled for the first time after 31 March 2028.

2 PART II – ACCESSING FORM NO. DIR-3-KYC-WEB

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 credentials¹

STEP 3: Select “MCA services” and further select “Company E-Filing”

STEP 4: Navigate to the header “DIN related forms”

STEP 5: Access “DIR-3-KYC-WEB – Intimation of Changes or Reactivation of DIN”¹

STEP 6: Fill up the webform

STEP 7: Save the webform as a draft (optional)²

STEP 8: Submit the webform

STEP 9: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 10: Affix the DSC

STEP 11: Upload the DSC affixed pdf document on MCA portal

STEP 12: Pay Fees (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 13: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access DIR-3-KYC-WEB through search bar on MCA homepage (website search)³

STEP 3: Login to MCA portal with valid credentials

STEP 4: Fill up the application

STEP 5: Save the webform as a draft (optional)²

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: Affix the DSC

STEP 9: Upload the DSC affixed pdf document on MCA portal

STEP 10: Pay Fees (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 11: Acknowledgement is generated

¹ 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 “Intimation of Changes or Reactivation of DIN” in case the user is not already logged in.

² The option to save the webform as a draft shall be enabled once the user enters the DIN.

³ 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.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill 'DIR-3-KYC-WEB' at Field Level

Instructions to fill '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
#	Purpose:	a) Purpose other than 'Reactivation of DIN' can be selected only if the DIN status is "Approved". b) The purpose "Reactivation of DIN" can be selected only if the DIN is "Deactivated due to non-filing of DIR-3 KYC". c) 'Reactivation of DIN' or 'KYC compliance' cannot be selected in a single form. d) In case purpose selected only as 'Reactivation of DIN' and user has not filed DIR-3 KYC Eform at least once where DIN allotment date is on or before 31 March 2025, then the user shall mandatorily select all purposes other than 'KYC compliance'. e) In case of change in 'Update of Permanent residential address' is selected, 'Update of present residential address' purpose also will be auto selected. f) The purpose "KYC Compliance" will be enabled for the first time after 31 March 2028.
1(a)	Director Identification Number (DIN)	a) If KYC Compliance, Update Mobile Number, Update Email ID, Update of permanent residential address, Update of Present residential address is selected or any other combinations with these purposes - DIN should be in approved status. b) If 'Reactivation of DIN' or any other combination with Reactivation of DIN is selected, DIN should be deactivated on account of non-filing of DIR-3 KYC.
1(b)	Name	Prefilled based on the DIN entered in Field 1(a)
2(a)	Existing Mobile number and Email ID Personal Mobile Number Send OTP	a) The user shall click on 'Send OTP' button for verification of mobile number through OTP. b) In case user has selected "Reactivation of DIN" or "KYC Compliance", once user clicks on 'Send OTP' button, he shall be redirected to a pop-up window, wherein he will be required to enter details (<i>Refer instructions for filling up details in "Pop-up window"</i>) c) OTP shall be valid for a span of 30 minutes.
2(b)	Enter OTP for Mobile Number Verify OTP Re-send OTP	OTP shall be validated on click of Verify button. a) Button should be enabled after 1 minute of sending the first OTP. On clicking this button, a new OTP will be sent to the user's mobile number. b) This button shall be enabled only in case 'Send OTP' is clicked by the user once after expiry of one minute from the clicking of 'Send OTP' button. c) This button shall be disabled post successful verification of OTP.

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Field No.	Field Name	Instructions
2(c)	Personal Email ID	
	Send OTP	a) The user shall click on 'Send OTP' button for verification of email ID through OTP. b) OTP shall be valid for a span of 30 minutes. c) This button shall be enabled only in case e-mail ID is entered in the above field. d) This button will be disabled for clicking, once the same is already clicked by the user post entering the e-mail ID. However, the same will be enabled again in case there is any change in the e-mail ID.
	Re-send OTP	a) Button should be enabled after 1 minute of sending the first OTP. On clicking this button, a new OTP will be sent to the user's email ID b) This button shall be enabled only in case 'Send OTP' is clicked by the user once. c) This button shall be disabled post successful verification of OTP
	Enter OTP for email-ID	OTP entered in this data field should match the OTP sent on email id of the user.
	Verify OTP	a) OTP shall be validated on click of Verify button. a) This button shall be disabled post successful verification of OTP
3	Director's name (Enter full name and do not use abbreviations)	
3(a)	First name	In case of Indian citizen, the user shall not be allowed to enter single alphabet in his/her first name field.
3(b)	Last name	
3(c)	Middle Name	a) Mandatory to enter as per PAN details b) Shall be verified based on PAN
5	Date of birth (DD/MM/YYYY)	a) Date should be less than the system date. b) Difference between Date of Birth and system date should be greater than or equal to 18 years.
6	Income tax PAN	1. A 10-digit alphanumeric number shall be entered where first five characters are alphabet, the next four characters are numbers, and the last character is also an alphabet. 2. PAN entered should not match with PAN number associated with any approved DIN in the existing database. 3. PAN provided shall be same as available in the system against the same DIN entered in field 1(a).
	Verify income-tax PAN	Upon clicking 'Verify income-tax PAN' action button, director's name, father's name and date of birth shall be verified from the PAN database. In case of Indian Nationals, PAN verification is mandatory



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Field No.	Field Name	Instructions
7	Passport number	a) Passport number shall be mandatory if the Nationality selected in field 4 is other than India. b) A 12-digit alphanumeric number shall be entered in this field. c) Passport number entered should not match with Passport number associated with any DIN in the existing database. d) Passport provided shall be same as available in the system against the same DIN entered in field 1(a)
8	Updated Mobile number and Email ID:	
8(a)	Personal Mobile Number Send OTP	a) The user shall click on 'Send OTP' button for verification of mobile number through OTP. b) OTP shall be valid for a span of 30 minutes. c) This button shall be enabled only in case mobile number is entered in the above field. d) This button will be disabled for clicking, once the same is already clicked by the user post entering the mobile number. However, the same will be enabled again in case there is any change in the mobile number. e) This button shall be disabled post successful verification of OTP or in case user clicks 'Re-send OTP' button atleast once.
8(b)	Enter OTP for Mobile Number Verify OTP	a) This button will be enabled after OTP for mobile number and email address are entered. b) OTP must be verified before uploading this form. c) This button shall be disabled post successful verification of OTP
	Resend OTP	a) User can request for New OTP by clicking on this button b) This button shall be enabled only in case 'Send OTP' is clicked by the user once after expiry of one minute from the clicking of 'Send OTP' button. c) This button shall be disabled post successful verification of OTP. Note: An informational message will be displayed to the user "Re-send OTP button shall be enabled post expiry of one minute of clicking of 'Send OTP' button.
8(c)	Personal Email ID Send OTP	a) The user shall click on 'Send OTP' button for verification of email ID through OTP. b) Separate OTPs shall be sent to mobile number and e-mail ID. c) OTP shall be valid for a span of 30 minutes. d) This button shall be enabled only in case e-mail ID is entered in the above field. e) This button will be disabled for clicking, once the same is already clicked by the user post entering the e-mail ID. However, the same will be enabled again in case there is any change in the e-mail ID. f) This button shall be disabled post successful verification of OTP or in case user clicks 'Re-send OTP' button atleast once.

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Field No.	Field Name	Instructions
8(d)	Enter OTP for E-mail ID Verify OTP	a) This button shall be enabled after OTP for mobile number and email address are entered. b) OTP must be verified before uploading of this form. c) This button shall be disabled post successful verification of OTP
	Resend OTP	a) User can request for New OTP by clicking on this button b) This button shall be enabled only in case 'Send OTP' is clicked by the user once. c) This button shall be disabled post successful verification of OTP Note: An informational message will be displayed to the user "Re-send OTP button shall be enabled post expiry of one minute of clicking of 'Send OTP' button.
9	Permanent residential address Address Line 1 Address Line 2	a) Single alphabet shall not be allowed. b) ~, ^ and Non-ASCII values should not be allowed.
10	Whether present residential address is same as permanent residential address	If Yes is selected, the 'Present residential address' shall be displayed based on permanent residential address. If No is selected it should be entered.
11	Present residential address Address Line 1 Address Line 2	a) Single alphabet shall not be allowed. b) ~, ^ and Non-ASCII values should not be allowed.
	Residential Proof	(Voters Identity Card/ Passport/ Driving License/Aadhaar/Bank Statement/Utility Bill)
	Attachments	
(a)	Proof of change in particulars	1. Maximum file size shall be 2MB 2. File format shall be PDF or .JPG 3. Mandatory for all purposes except for Reactivation of DIN and KYC Compliance 4. User can attach self-declaration for the purposes: Update of Mobile Number and Update of email ID (as the case maybe)
(b)	Optional attachment(s), if any	i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments. 5. iii. The size of attachment can be upto 2 MB.
	Verification	I hereby declare that the particulars given in the Form herein above are true and also are in agreement with the documents being attached to this form. I also declare that the particulars are being intimated within the period provided in the rule 12A. I shall be liable under section 448 of the Act and under relevant provisions of the Bharatiya Nyaya Sanhita, 2023 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to be have been omitted.

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Field No.	Field Name	Instructions
	To be digitally signed by DIN holder	- To be signed by DIN Holder. - The form is not required to be signed by the DIN holder in case the purpose of form is "Reactivation of DIN" or "KYC Compliance". - For all other purposes or combination of purposes, form is required to be signed by the DIN holder
	Certificate by practicing professional To be digitally signed by: Category	- Chartered accountant (in whole-time practice), - Cost accountant (in whole-time practice) , - Company Secretary (in whole-time practice) - The form is not required to be certified by the professional in case the purpose of form is "Reactivation of DIN" or "KYC Compliance". - For all other purposes or combination of purposes, form is required to be certified by the professional
	Whether associate or fellow	- Associate - Fellow
	Membership Number	Depending on value selected in field 'Category' above, user will be required to fill in Professional membership number: - Chartered accountant - 6 characters numeric - Cost accountant - 5 characters numeric
	Certificate of Practice number	A valid certificate of practice number in case of Company secretary - 6 characters alphanumeric

Instructions to fill details in 'Pop-Up Window' are tabulated below:

Field No.	Field Name	Instructions
#	Enter Country code	User has to select the Country Code from the List of country codes given in dropdown
#	Personal Mobile Number	- In case country code selected is of India, only 10 digits shall be allowed to enter. - In all other cases, maximum 13 digits shall be allowed to enter.
#	Submit	- Please ensure that the mobile number entered above for the DIN matches with the existing mobile number available in the DIN database for the same DIN - Button shall be enabled once above details are entered. - Once user clicks on 'Submit' button, system shall check whether the mobile number entered by the user matches the mobile number associated with DIN in the DIN master. - In case of no errors, the user will be redirected to the form and OTP shall be shared on the above-mentioned mobile number for verification. - In case of error, below mentioned message shall be displayed: 'Mobile number is not associated with the entered DIN. Please file DIR-3 KYC-WEB eform to update the mobile number'

3.2 Other instructions to fill 'Form No. DIR-3-KYC-WEB'

Buttons	Particulars
Choose File	i. Click the “Choose File” button to browse and select a document that is required to be attached as a supporting to DIR-3-KYC-WEB. ii. All attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be up to 10 MB. iii. The user has an option to attach multiple files as attachments within the webform.
Save	i. Click on “Save” button for saving the application in a draft form at any given point in time prior to submitting the webform. ii. The “Save” option will be enabled only after entering the <i>DIN</i>. iii. This is an optional field. 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. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
Submit	i. This is a mandatory field. 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. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

Sl. No	Purpose of the form	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees
1.	Application for “Reactivation of DIN” where DIN status is ‘deactivated’ and the reason for deactivation is ‘Non-filing of KYC in DIR-3 KYC’.	INR 5,000	-	-
2.	For the purpose “KYC Compliance” *In case user wants to update mobile number/email id/address as part of KYC compliance, relevant purpose to be selected along with ‘KYC compliance’. However, zero fee challan would be generated in this scenario.	Zero fee	-	-
3.	For any single or combination of all or any of the below purposes: Update of Mobile Number/ Update of Email ID / Update of permanent residential address/ Update of Present residential address	INR 500	-	-

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/hi/mca/e-filing/din-related-forms/form-dir3kycweb.html>
2. FAQ’s related to e-filing: <https://www.mca.gov.in/content/mca/global/en/help-faq/faqs/e-filing2/steps-for-e-filing.html>
3. Payment and Fee related services: <https://www.mca.gov.in/content/mca/global/en/help-faq/faqs/payment2/payment.html>