

FORM NO. DIN-4

Intimation of change in particulars of
Director/ Designated Partner to be given to
the Central Government

[See Rule 7 of the Companies (Director
Identification Number) Rules, 2006, Rule 10 of
Limited Liability Partnership Rules, 2009]

Note -

- All fields marked in * are to be mandatorily filled.
- In case of Indian nationals, Income-tax Permanent Account Name (Income-tax PAN) is mandatory in all cases even if there is no change in Income-tax PAN. In such cases, director/ designated partner details should be as per Income-tax PAN. In case the details as per Income-tax PAN are incorrect, director/ designated partner is advised to first correct the details in Income-tax PAN. Refer instruction kit for details

1.(a) * Director Identification Number (DIN)

(b) Name

2. * Type of change:

- | | | |
|--|--|--|
| <input type="checkbox"/> Director/ Designated Partner Name | <input type="checkbox"/> Father's name | <input type="checkbox"/> Nationality |
| <input type="checkbox"/> Date of birth | <input type="checkbox"/> Gender | <input type="checkbox"/> Income-tax PAN |
| <input type="checkbox"/> Voters Identity card number | <input type="checkbox"/> Passport number | <input type="checkbox"/> Driving license number |
| <input type="checkbox"/> E-mail ID/ Mobile | <input type="checkbox"/> Permanent residential address | <input type="checkbox"/> Present residential address |
| <input type="checkbox"/> Photograph of Director/ Designated Partner | <input type="checkbox"/> Residential Status | <input type="checkbox"/> Verification as per Annexure - 1 of DIN Rules |
| <input type="checkbox"/> Verification as per Annexure - 2 of DIN Rules | | |

Enter information that needs to be corrected. Enter only the relevant field(s)

3. Director's / Designated Partner's name(Enter full name and do not use abbreviations)

- (a) First name
- (b) Last name
- (c) Middle name

Photograph

(Attach a latest passport size photograph by clicking on above box)(Refer instruction kit for details)

4. Father's name (Even married women must give father's name)

- (a) First name
- (b) Last name
- (c) Middle name

5. Whether a citizen of India ☐ Yes ☐ No

6. Nationality

6A. Whether resident in India ☐ Yes ☐ No

7. Date of birth (DD/MM/YYYY)

8. Gender ☐ Male ☐ Female

9. Income-tax permanent account number

10. Voter's identity card number 11. Passport number

12. Driving license number *13.Mobile

*14. e-mail ID

15. Permanent residential address

Line I

Line II

City

State Pin code

ISO country code Phone Fax

Country

16. Whether present residential address is same as permanent residential address ☐ Yes ☐ No

17. Present residential address

Line I			
Line II			
City			
State		Pin code	
ISO country code			
Country			
Phone		Fax	

Certification

- * ☐ I hereby verify that I have satisfied myself about the identity of the director/ designated partner based on the perusal of the original of the attached documents.
Note: In case where the applicant is residing outside India, the particulars have to be verified from the documents duly attested by the attesting authority as mentioned in the instruction kit.
- ☐ I also verify having attested the photograph of the said person
☐ who is personally known to me; or
☐ who met me in person along with the original of the attached documents.
- * ☐ It is further certified that all required attachments have been completely attached to this application.
- * ☐ It is further certified that the director/ designated partner has given a verification in respect of the following and copy of verification by the director/ designated partner as per Annexure - 2 of the DIN rules has been attached -
- * ☐ the director/ designated partner is not restrained/ disqualified/ removed of, for being appointed as director of a company under the provisions of Companies Act, 1956 including Sections 203, 274, 284 and 388(E) of the said Act or for being appointed as a designated partner of a limited liability partnership under the provisions of the Limited Liability Partnership Act, 2008 including section 5 of the said Act.
 - * ☐ the director/ designated partner has not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court.
 - * ☐ the director/ designated partner has no other allotted DIN other than DIN in which changes are intimated, under section 266B of the Companies Act, 1956 or a Designated Partner Identification Number (DPIN) under section 7 of the Limited Liability Partnership Act, 2008.
- * ☐ I have been duly authorised by the director/ designated partner to sign and submit this form.

Attachments**List of attachments**

1. Proof of change in particulars
2. * Copy of verification by the director/ designated partner as per Annexure - 2 of the DIN rules
3. Optional attachment(s) - if any

--

To be digitally signed by

*Category

--

In case of Chartered accountant or Company secretary or Cost accountant (in whole- time practice)

Membership number or certificate of practice number of Chartered accountant or Company secretary or Cost accountant (in whole- time practice)

--

Whether associate or fellow ☐ Associate ☐ Fellow

In case of secretary (who is member of ICSI) in wholetime employment of existing company with which director is associated

Membership number of the secretary in wholetime employment of existing company

--

Whether associate or fellow ☐ Associate ☐ Fellow

Corporate identity number (CIN) of company with which secretary and director is associated

--

Name of company

--