

Director KYC / DIN Compliance

Legal

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Complete your DIR-3 KYC and keep your DIN active — the applicability, step-by-step process, the deadline (usually 30 September) and the consequence of missing it. Fill in the details below.

Purpose of this tool & output

Complete DIR-3 KYC and keep your DIN active

How the output is used

Use it to keep your DIN active — the DIR-3 KYC filing every director must complete each year or the DIN is deactivated.

Who receives it

The DIR-3 KYC is filed with the Ministry of Corporate Affairs (MCA / ROC) on the MCA portal.

How to submit / file it

File DIR-3 KYC (web or eForm) with your verified mobile and email OTP by the annual due date; late filing deactivates the DIN until a penalty is paid.

Fees & charges

No fee if filed on time; a fixed reactivation penalty applies for late DIR-3 KYC.

Who should vet it

A Company Secretary or CA, to file DIR-3 KYC correctly and on time and to reactivate a lapsed DIN.

Important cautions

AI-generated guidance; confirm current process on MCA with a CS.

Companion documents

- Regulatory Compliance Checklist
- ROC Annual Filing Calendar
- Board / AGM Resolution Drafter
- Statutory Register Setup Guide
- Licence & Permit Finder (Legal)
- Labour-Law Compliance Checklist

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.