

**Government of India**  
**Ministry of Corporate Affairs**  
**DIN Cell**

**Reference No:**  
**Date of Approval:**

**To**

**Date of birth:-**

**Sub: - Allotment of Director Identification Number (DIN)**

Dear Sir/Madam,

You are requested not to accept any physical kit or documents with this letter, as this entire information/Rules/Kit etc. is available on the MCA website. MCA doesn't issue any official/physical kit to the DIN holders.

You may also kindly note that as per Section 156 of the Companies Act, 2013; in case you are an existing director, you are required to intimate your DIN to the company or companies in which you are a director within one month of receipt of this letter. Further, the company is required to intimate the concerned Registrar of Companies about the DINs allotted to its Directors within 15 days of receipt of the information from the director(s).

It may be noted that penal action against the applicant and professional certifying the DIN application in case of false information/ certification as per provisions of section 448 and 449 of the Act will be taken in addition to action for professional misconduct and revocation of DIN, allotted on false information.