

CHAPTER XI - THE COMPANIES (APPOINTMENT AND QUALIFICATION OF DIRECTORS) RULES, 2014.

BEGP. "Q. p. Che Gazette of Stidia 1891 No. 1891 O'TRMUNARY •r 'I—or (1) PART (i) PUBLISHED BY AUTHORIN a, 2014* 12, Ins NEW DELm, WEDNESDAY, APRIL 2, "14/CHAITRA 12, 036 31 qN, 2014 KT."n.259 149 (1) (4), (6) F), 150 (3) 3V-a•rtT 151, 152 «q-etrT (5), 153, 154, 157, 160, 168 (1) 170 1956 1956 (1956 1) a-q•r t Rq•r t, t, «fq.- 1. •fir) 2014 " 2013 (2013 1 8) t; er) 2000 (2000 21) 2 (1) 1510 GI/2014 2 THE GAZEITE OF INDIA : EXTRAORDINARY U—SEC. 2013 i (@7) 2008 (2009 (g) 2000 (2000 21) 2 R) 2014 t; (z) 164 (1) * a (v) 167 (1) 1956 t: 1956 (1956 42) 1992 (1992 15) 1996 (19% 22) 2000 (2000 21) t, (ii) t 149 (1) 3 (ii) O, (iii) ur, Off: «•rq•r QT<, «•r \$SiuÄ, 4T ZTZT e-rq•T (q) (T) 4 THE GAZETTE OF INDIA : EXTRAORDINARY [PART L—E. 30] (c) (ii) (iii) (iv) (3) q•rgtrr a-fi az•r t, (6) qq•r t, &trt (7) Orr; €TZT& 11-•q 3(1)] t errR« tar; (4) 149 (6) 149 (7) (5) 152 (M) 164 t, 167 (T) 149 (6) tl 6 THE GAZEITE OF INDIA : EXTRAORDINARY [PART "—SEC. 3(i)] (9) err*t a-fi 2014 2014 (3) qi•fi (ii) (iii) Rq•r (ii) qr ar-r, *r 10. (2) #€zr 9 ufizrK(2) gr8 3(i)] Ü•rr 11. •MT, VRT 7 THE GAZETTE OF INDIA EXTRAORDINARY [PART 11—SEC. (i) aft' 7TH t; 12. •m-(l) (iii) *r Orr; (q•frqia3t) (fi•R) 13. qq 9 14. 1" e) (1) 134 (2) 164 (2) 2 (eo) (5) o mvm 15. 16. wm- 2014 17. •r (1) "TQf•n 15/047119-2 10 THE GAZETTE OF INDIA : EXTRAORDINARY [PART 11—SEC. q-RT (21) 18, 2014 2013 150 30)] 3. 5. I. 11 12 THE GAZETTE OF INDIA : EXTRAORDINARY 152(5) 8 [PART L—s.. Mr 2013 162 2013 1. 2. 3. 4. 6. 8. 9. 10. 11. 12. 13 1. 2. 2013 'Ter 153, 2014 9(1) 2009 10 1. 2. 3. 4. 5. 6. t.R«r 14 8

9. THE GAZEITE OF INDIA : EXTRAORDINARY [PART u—sæ. 10. 11. 12. q•*étwt..... 13, ,, 14. • 15, 16. 17. 2. 3. 4. 3(i)] 2013 2013 449 arr 448 "T 449 15 16 THE OF INDIA : ocrRAORDINARY tm•r R«, * t üqrtar-3 2. 164 169 2013 u•rrr mar tl 4. 2013 154 5. q-rq•T 448 1860 18 THE GAZEHE OF INDIA : EXTRAORDINARY 153 ftv, 2014 q-8T 8. qtr: 11 [PUT a—SBC. 11-808 3(i)] 10. Xq•r t O O gru•r« O (2) *Tor: O 448 449 t 19 THE GAZETIE OF [NDIA : EXTRAORDINARY [PART II—SE. 3(i)] D.I.A »V.E a.æu kh.h. k p.h.u. ' • • "llæ.> [(DE 2nA -11 22 THE OAEITE OF INDIA EXTRAORDINARY [PART "—SEC. 301 rr«r t; t 2013 448 448 449 t C qm 3(i)] 0 C] C] 23 2014 171M) 24 2. THE GAZETTE OF INDIA EXTRAORDINARY 169 2013 2013 154 "f 448 1860 164(2) 2014 14(1) 2013 164(2) a-ft 25 2013 164(2) 2014 14(2) 164(2) 2013 IN(2) (ii) is 10 26 (9 THE GAZETTE OF INDIA : EXTRAORDINARY MIR) (lb [PART II—SEC. 11-€vg 3(i)] 27 164(2) *1') 2014 14(5) THE GAZETTE OF : EXTRAORDINARY 2013 168(1) orr 2010 R«« 16 t (T) •a.fi... 4 5. 29 (1) (4) 30 THE GAZETTE OF INDIA : EXTRAORDINARY 2013 7(1) 168 170(2) 8, 15 18 [PART 11--SEC. 2. 3. 4. 5. (M) 1 1 tur i. (tar«.... 31 6. 7. 32 THE GAZETTE OF INDIA : EXTRAORDINARY [PART (1) (7) t 201S 33 MINISTRY OF CORPORATE AFFAIRS NOTIFICATION New Ddhi, the 31st Much, 2014 G.SR. 2S9 exercise of the powers conferred under sub-section (l), sub-seün (4), clause (D of sub-section (6) of section 149, sub-sectims (3) aM (4) of section 150, 151, sub-section (S) of seeim if2. section 153, section 54, section 157, sectim 160, sub-section (l) of section 168 end sætion 170 with section 469 cf tlw Companies Act, 2013, and in superession of Nw Companies (Cattral Govanment's) General Rulß and F«ms, 1956 or any other rules prescribed under the Companies Act, (l of 1956) on mana•s covaed under t}xse rules, excen as respects things done or omitted to be dot* befre such supersessim, tte Cemral Govemnt herby makes the Ollowing rules, namely:- I. Short title and These rules may be called the (Appdntment and Qualification of Directors) Rules, 2014. (2) They shall cony into force on the 1st of Axil, 2014. 2. i) In these rulß, unless the ccmtxt otherwise requires,— (a) • •Act" means the Companiæ Act, 2013 (18 of 2013); t b) "Annexure" means the Annexure to these rules; (c) -digital signatuce" means the digital signature as defined clause (p) of sub-section (l) of section 2 0! the Technology Act, 2000 (21 of (d) "Director [dentification Number" (DEN) means an identification number allomed by the Central individual. intending to be appointed as director or to any existing director of a cornsmny. for tlr purpose Ui bis identiication as a director of a company: Provided that the Director [dentification Number (DIN) ±tained by the individuals mioc to the these rules shall be the DIN for the purpose of the Companies Act, 2013: includes the Desigtmed Pannershhip Provided tUrther that "Director Identification Numbat' (DIN) Identification Number (DPIN) issued under section 7 of the Limited Liability Pannershhip Act, 2008 (6 of 2009; and rules made thereunder: (e) "Clec!ronic record" means the electronic record as defined under

clause (t) of sub-section (1) of section 2 of Information Technology Act, 2000 (21 of 2000); • "electronic Registry" means an electronic repository or storage system of the Central Government in which the information or documents are received, stored, protected and preserved in electronic form; g) "Fees": means the fees as specified in the Companies (Registration Offices and Fees) Rules, 2014; (h) "Form" or "e-Form" means a form set forth in Annexure to these rules which shall be used for the return which relates: (i) "Regional Director" means the person appointed by the Central Government in or through as a Regional Director; (j) "section" means section of the Act, 34 THE GAZETTE OF INDIA : [PART (k) Form the rules— of clause (d) of sub-section (1) 164 and clause (d) of sub-section (i) 167 of the Act, 1936. (2) Words in these rules and not defined in the Act or Companies Act, 1956 (42 of 1956) the Securities and Exchange Act, 1992 (IS 2) Securities Act, 1996 (22 of 1996) or the Information Technology Act, 2000 (21 of 2000) shall have the same meaning as in those Acts such rules



3. Wam•• direeor on the Burd.—The -%llowing class of combties shall appdnt leu 0M d— (i) every listed company, (ii) public having - (a) paid—up share capinl of one hun&ed rore rupe— or more; (b) turnover of three hundred aore rupees or more: Provided that a company, which hw been incorpoted tmder the Act and is covaed under Fovisions of xoviso to sub-section (1) of section 149 shall comply with such pmvisions within a period of six nwnths of its incorporation: Provided any intermiunt vacmcy of a woman director shali be filled-up the but later t.han immediate "At Board meeting or three rrmths •fran the dae of such vacuwy whictwa b ExplanMion. - FT the purposes of this rule, it is Izeby clarified thu ttE paid up sture capital or cze may be, as on the last date of latest audited finncial statements be taken into account. 4, Number or Independent following cla.ss or classes of canpanies sløll have at least tm •s dit•ectors - (i) the Public Compulies haying up share capital often crore rupees Of msv, (ii) the Public Companies baving tumover of one hundred cror rupees mm•e; or (iii) the Public Companies which have, in aggrewte, outstanding Ions, und exceeding fifty c-r«e rupees: Provided that in case a compy covered under this rule i* rNuired to appoint a higher of iüpau&nt directors due to composition of its audit cmnmittee, such higher number of independent directors shall be applicaue to it: Provided funher that any innmittent vacancy of an inepaøent shall be by the Board at the earliest but not lat« then immediate next Boud meeting or tM•ee ffm date of swh vacancy, is Provided also that where a compny æas— to fblfil any of thre conditions laid down in sub-rule (I) consecutive years, it shall rwt be requited to comply with ttese ß0Visions until such dme as it meets any of such conditions; Explanaion. • For the purposes of this rule, it is here by clarified that, the paid up share capu or turnover or wetanding loans, debemur— and deposits, as the case may be, as existing on the last date of lat%t audited finncial statements be taken into account: Provided that company belonging to any class of companies which a hØer numb& of dir'Rtors has been specified in dE law the time Wng in force stell coaWy with the requirenme specified in such law. [VPT 11-0* 3(i)] 35 S. Qual&atio. • or possæs skills, exp«ience and knowledge in one or moe fields of fi•ee, —n, sab, mukü& r—euch. corporate gowamnce, ecmicl to 6. Cre.Öon and or date buk otp•ma: Any instkute or associatbn (hereinafter to be re&red "the egawy"), which been autiMised ii this by Central Govannwnt 8hRll and maintain a of pasmu willing atW eligibk to be appointed u indepaht dirwt« and such do stnll be on the website Minify of COIBü Affairs on any websiE may be apvoved or "Nified by the Central Oovemnrnt. (2) he do referred to in (I) shah cmtü the foliowing &tails in of each pasoa included in data bank to be eligible and willing to be a*nted as irøepen&n: (a) (b) (c) (d) (e) (D) (g) (h) (O) (k) (m) (n) (0) (p) DIN Number); the name and surname in ft"; income•tax PAN ; the fattes name and mother's name and Sp«nse's name (if married) ; date of Birth; gen&r; the nationality; occupatim; fi.lll Address with PIN Code (presan pertnanent); number; e-mail id; the educational arut ßof—simal qua.lifimNons•, or ex'x•rtise, if any; uny legal proceedings initiated —ng against such person; the list of limited liability partnerships in which is or was • &8iyuated panner along with— the Mme of tte limited liabillw pan:wrship; the tuture of indißtry; uld the duratim• with the list of companis in which he is was director along with (i) tlr name of company; •n-IE GAZE'HE OF INDIA : EXTRAORMNARY (ii) (iv) the of be nare of direamhip — Executive or Dir«M or NoaiEe — with dae (A disclaimer shall be cmspicumasly displwd the website honing &bank • due diligence before appointrna•ut of any pasm u •n director and a—q•" databank or the Central Gov«nrrmt shall be Wd responsible for the accumcyöf inbrmüion Of the whose ßrticut• form part of databank, (4 ; Any who &sixs to get his "me incli&d in the data bank of agency" in

Form DIR-1.) •me agency may charge a reasonable fee from the applicant of his and —t directors. (6; Ar» person who has for inclusion of his name in the bank of my name in the , shall intimate to the agency aban any change in his particulars within 15 days of such change. The bank posted the shall — (a) (b) (d) (e) be accessible at the website, be substantially to the accuracy of the data bank; and (f) on the specified in sub-Rule (2); be in a format or formats convenient which contain a link to the online to view or the of charge

7. Small shareholders' director 1) A listed company, may notice of than shareholders or one-tenth of total number of shares whichever is less, have a director elected by the small shareholders provided that nothing in this sub-rule shall prevent a listed company to opt to move a director suo motu and in a case provisions of sub—rule (2) shall not apply for of "Ö (2) The small shareholders intending to propose a person as a director for the position of small shareholders' director of their intention with the at least four-teal the meaning of the name, address, share held and folio number of the person whose name bearing of and of the small shareholders who are proposing the person to be of Provided if the person being proposed does not hold any share— in the company, the details of the person need be specified in the notice —; shall be accompanied by a signature by the person whose name is shareholders' director stating — (a) his Director Identification Number; 37 (b) Out he is disqualified become. director under the Act; and (c) his consent to as a director of the company (4) Such director shall be considered an director subject to , his being eligible sub-section (6) of section 149 and his giving a declaration of his independence in accordance with sub-section (7) of section 149 of the Act. (5) The appointment of small shareholders' director shall be subject to the provisions of section 152 except that- (a) NEH direct shall not be liable to retire by rotation; (b) such director's tenure as small director shall not exceed a period of three consecutive years; and (c) the expiry of tenure, such director shall not be eligible for re-appointment. (6) A person shall not be as small shareholders' director of a company, if the person is eligible for appointment in terms of section 164. A as small director shall vacate the office if- (7) (a) the director incurs any of the disqualifications in section 164; (b) the office of the director becomes vacant in pursuance of section 167; (c) ceases to the criteria of as provided in sub-section (6) of section 149. (8) No person shall hold the position of small shareholders' in more than two companies at the same time: Provided that second company in which he has been appointed shall be in a business which is competing or is in conflict with the business of the first company. (9) A small shareholders' director shall not, for a period of three years from the date on which he ceases to hold office as a small shareholders' director in a company, be associated in be associated with such company in any manner capacity, either or indirectly

8. Consent to act as director.—Every person who has been appointed to hold office of a director shall on or before appointment furnish to the company a consent in writing as such in Form DIR-2: Provided that the company shall, within thirty days of the appointment of a director, file such consent with the Registrar in Form DIR-12 along with the fee as provided in Companies (Registration Offices and Fees) Rules, 2014. 9. A person for allotment of Director Identification Number. Every individual, who is to be appointed as director of a company shall make an application electronically in Form DIR-3, to the Central Government for the allotment of a Director Identification Number (DIN) along with such as the Companies (Registration Offices and Fees) Rules, 2014. (2) The Government shall provide an electronic system to facilitate application for the allotment of DIN the portal on the website of Ministry of Corporate Affairs. (3) (u) The shall Form DIR-3 from portal, fill in the required particulars sought therein and sign the form and attaching copies of the following scan and file the entire set of documents electronically— (i) photograph, 38 THE GAZETTE OF INDIA : EXTRAORDINARY (PART 11—supplement. 3(DI (ii) (iii) (iv) (v) proof of identity; proof of residence; verification by the for applying for allotment of DIN in Form DIR-3; specimen signature duly verified, and (b) Form DIR-3 shall be signed and submitted electronically by the applicant using his or her own Digital Certificate shall be verified digitally by • (i) a chartered accountant in practice or a company secretary in practice or a cost accountant in practice; or (ii) a company secretary in full time employment of the company or by managing director or director of the company in which the applicant is to be appointed as 10. Motives of DIN.- (1) On the submission of the Form DIR-3 on the portal and payment of the requisite amount of fees through online mode "provisional DIN shall be generated by the system automatically which shall not be utilized till the DIN is confirmed by the Central Government. (2) After generation of the provisional DIN, the Central Government shall process the application received for allotment of DIN under sub—Rule (2) Of rule 9, decide on the approval or thereof and communicate the same to the applicant along with the DIN allotted in case of approval by way of a letter by post or electronically or in any manner, within a period of one month from the receipt of such application. (3) If the Central Government on examination, finds such application to be defective

or incomplete in any respect, it give intimation of defect or incompleteness, by placing it on the website and by email to who has filed such directing the applicant to rectify/ such defects or incompleteness by re-submitting the application within a period of fifteen days of such placing on the website and email: Provided that Government shall - (a) reject the application and direct the applicant to file fresh application with complete and correct information, where the defect has been rectified partially or the information given is still found to be (b) treat and label such application as invalid in the electronic record in case the defects are not removed within the given time; and (c) inform the applicant either by way of letter by post or electronically or in any mode, (4) In case of rejection or invalidation of the provisional DIN so allotted by the system shall be lapsed and fee so paid with application shall not be refunded nor adjusted with any other application. (5) All Director Identification Numbers allotted by the Central Government before commencement of these rules be deemed to have been allotted to and under these rules. (6) Director Identification Number so allotted under these rules is valid for life-time of the applicant and shall not be allotted to any other person. Cancellation or surrender or Deactivation of DIN.- The Central Government or Regional Director (Region), Noida or any officer authorised by Regional Director may, upon being satisfied on verification of documents attached with application received from any person, cancel deactivate the DIN in case - (a) the DIN is found to be duplicated in respect of the same person provided the data related to both the DIN shall be merged with the validly maintained number; (b) the DIN was obtained in a wrongful manner or by fraudulent means; (c) of the death of the concerned individual; (d) the concerned individual has been declared as a person of unsound mind by a competent Court; (e) if the concerned individual has been adjudicated an insolvent: Provided that before cancellation or deactivation of DIN pursuant to clause (b), an opportunity of being heard shall be given to the concerned individual; (f) on an application made in Form DIR-5 by the DIN holder to surrender his or her DIN along with declaration that he has never been appointed as director in any company and the said DIN has never been used for filing of any document with any authority, Central Government may deactivate the DIN: Provided that before deactivation of any DIN in such case, the Central Government shall verify the records. Explanation.- For the purpose of clause (b) - (i) the term "wrongful" means if the DIN is obtained on the strength of documents which are not legally valid or incomplete documents are furnished or suppression of material information or on the basis of wrong certification or by giving misleading false information or by misrepresentation; (ii) the term "fraudulent" means if the DIN is obtained with an intent to deceive any other authority including the Central Government

12. Intimation of changes in particulars specified in DIN application.- (I) Every individual who has been allotted a Director Identification Number under these rules shall, in the of any change in his particulars as stated in



Form DIR-3, intimate such change(s) to the Central Government within a period of thirty days of such change(s) in Form DIR-6 in the following manner, namely;• (i) the applicant shall download Form DIR-6 from the portal fill in the relevant changes, attach copy of the proof of the changed particulars and verification in the Form DIR-1 all of which shall be scanned and submitted electronically; (ii) the form shall be digitally signed by a chartered accountant in practice or a company secretary in practice or a cost accountant in practice; (iii) the applicant shall submit the DIR-6; (2) The Central Government, upon being satisfied, after verification of such changed particulars from the enclosed proofs, shall incorporate the said changes and inform the applicant by way of a letter by-post or electronically or in any other mode confirming the effect of such change in the electronic database maintained by the Ministry. (3) The DIN cell of the Ministry shall also intimate the change(s) in the particulars of the director submitted to it in Form DIR-6 to the concerned Registrar(s) under whose jurisdiction registered office of the company(s) in which such individual is a director is situated. (4) The concerned individual shall also intimate the change(s) in his particulars to the company or companies in which he is a director within fifteen days of such change



13. Notice of candidature or person for directorship.—A company shall, at least seven days before a general meeting, inform its members of the candidature of a person for office of a director or the intention of a member to propose such person as a candidate for office—

40 THE GAZETTE OF INDIA : EXTRAORDINARY [PART (1) saving individual notices, on the basis of the notice to be sent by the company to the members of the company, if any: Provided that it shall not be necessary for the company to serve individual notices aforesaid, if the notice is published in a vernacular newspaper in the English language in circulation in that district. (1) Every director shall inform the company about his disqualification before is (2) Whenever a director fails to file the financial statements or annual returns, or fails to pay any dividend, or fails to redeem its debentures, as in (2) of section 164, the company shall file



Form DIR-9, to the Registrar furnishing the names and of all the directors of the company the relevant financial years. (3) When a company fails to file the Form DIR-9 within a period of thirty days of the failure to avoid disqualification under sub-section (2) of section 164, officers of the company specified in clause (b) of section 2 of the Act shall be the officers in default. (4) Upon receipt of the Form DIR-9 under sub-section (2), the Registrar shall immediately register the same in the document file for public inspection. (5) Any application for removal of disqualification of directors be made in Form DIR-10. IS. Notice of resignation of director, - The company shall within fifteen days from the date of receipt of resignation from a director, intimate the Registrar in Form DIR-12 and post the information on its website, if any.



16. Copy of resignation of director to be forwarded by him.- Where a director resigns his office, he shall within a period of thirty days from the date of resignation, forward to the Registrar a copy of his resignation along with the resignation in



Form DIR-II along with the fee as provided in the (Registration Form F") 2014



17. Register of directors and key managerial personnel- (I) Every company shall keep at its office register of its directors and key managerial personnel containing the following particulars, namely:-

(a) (g) Director Identification Number (optional for managerial personnel); present name and surname in full; any former name or surname in full; father's name, mother's name and spouse's name (if married) and surnames in full; date of birth; residential address (present as well as permanent); nationality (including the nationality of origin, if different); (h) (O) (k) (m) (n) occupation; of the board resolution in which was date of appointment made in the company; date of cessation of office as chairman of director key held relinquished in any capacity; appointment number of the Institute of Company Secretaries of India; and Permanent Account Number (mandatory for key personnel if having DIN):

(2) In addition to the details of directors and key managerial personnel, the Registrar shall also maintain in the details of securities held by them in the capacity, subsidiary or otherwise of the company's holding company and associate relating to-

(a) the number, description and nominal value of securities;

(b) the date of and vice or paid;

(c) date of disposal and consideration received;

(d) cumulative balance and number of securities held and exercised;

(e) (f) (g) of acquisition of securities; of holding — physical or in dematerialized form; and whether securities have been pledged or encumbered in any manner created in the securities.

Return containing the particulars of directors and the key managerial personnel - A return containing the particulars of appointment of director or key managerial personnel and changes therein, shall be filed with the Registrar

in



Form DIR-12 along with such fee as may be in the Companies (Registration Offices and Fees) Rules, 2014 within thirty days of such appointment or change, as the case may be. 6 42 THE GAZETTE OF INDIA : EXTRAORDINARY Form DIR-I [PART I—SEC. 30)) Application for inclusion of name in the databank of Independent Directors [Pursuant to section 150 of the Act and rule 6(4) of Companies (Appointment and Qualification of Directors) Rules, 2014] PART — A ; Information and Particulars to be given at the time of Application A. Personal Details 2. 3. 4, 5. 6



7. Name Gender Date of Birth • Nationality Residential Address E-Mail ID Phone or Mobile Number B. Educational Details 1. Qualifications 2. Details of Training undergone, if any C. Professional Details and work experience . Brief description of professional career and expertise 2. Current Position Current job profile 3. Total years of experience Past work experience 5. H-•g 3(i)] 43 Name of the Date Organisation joining or Company Details of Board positions of Date leaving of Nature of job responsibilities duties performed or or D. 2. 3. . List of companies in which directorship held during the past five years Number of current directorships held Number of current memberships of Board committees held E. Other information, if any, considered relevant Part — B: Changes ii the information m• particulars, if any, to be given subsequently (a) Earlier Information or particulars given vide



Form dated (b) New information or particulars Date: Place: Signature: Name: 44 THE GAZETTE OF INDIA : EXTRAORDINARY Form DIR-2 Consent to act a director of a company [PART 30]] (Pursuant to section 132(3) and rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014] To • of the company) (Address of the company) Subject: Consent to act as a director. , hereby give my consent to act as director of (name of the company), pursuant to sub-section (5) of section 152 of the Companies Act, 2013 and certify that I am not disqualified to become a director under the Companies Act, 2013. Director Identification Number (DIN): 2. Name (in full): 3
4. Address: E-mail id: 5



6. Mobile no.Income-tax PAN 7. Occupation: 8. Date of birth: 9. O. Nationality: I I. No. of companies in which I am already a Director and out of such companies the names of the companies in which I am a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, Manager. . Particulars of membership No. and Certificate of No. if the applicant is a member of any professional Institute. Specifically state NIL if none. 3(i)) 45 Declaration declare that I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law in the last five years. I further declare that if appointed my total Directorship in all the companies shall not exceed the prescribed number of companies in which a person can be appointed as a Director. Signature:..... Designation:... 4 Date: Place: Attachments : 1. Proof of identity; 2. Proof of residence; 46 NE GAZETTE OF INDIA : EXTRAORDINARY [PART 3(i)]



FORM NO. MR-3 pursuant to section 153 of The Companies Act, 2013 & Rule 9(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014 & Rule of Unlimited Liability Partnership 2009

Application for Appointment of Director Identification Number V/ ONI All fields marked in * are to be filled

Income-tax Permanent Name (Income-tax PAN) is mandatory in case of Indian nationals in which case applicant's name should be as per income-tax PAN. In case the details per Income-tax PAN are applicant is advised to first correct the details in Income-tax PAN. Refer instruction kit for details. In case of foreign nationals, Passport number is mandatory. 1. Applicant's name (Full name and do not use abbreviations) First name (b) Last name Middle name 2. Father's name Even married women must provide father's name First name Last name Middle name 'Whether a Citizen of India Yes Nationality Whether resident in India Yes No Photograph (Attach a recent passport size photograph by above box) Remuneration (a) *Occupation Type of Self-employed a Professional or Homemaker or Student or Serviceman Area of Occupation If other selected, specify (b) Educational qualification (DD/MM/YYYY) N Date of birth Gender of Male of Female of Transgender 18 9 III. 12 Place of birth Income-Tax permanent account number Voter's identity card number Passport number 3. Driving license number 3(1) 14. Aadhaar 15. Permanent residential address *state *ISO country code Country Phone *e-mail ID 47 *Pin code 16. *Whether residential address is same as residential of Yes No 7 Present address The State ISO country Country *one per DIR. 4. Occupational (business) - if any *To be Digitally signed by Applicant Photographs "DSC Certificate in C] declare that I have been duly engaged for the purpose of of this form It is hereby that: *I have satisfied myself about the identity of applicant based on 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 appointing authority I also verify having attached the photograph of person: 48 GAZETTE OF INDIA : EXTRAORDINARY who is personally known to me; or One who meets me in person along with of attend *It is further certified that *I have required documents have been completely checked to *It is further certified that the applicant has verified the details of DIR-4 *I have gone through the provisions of the Companies Act, 2013 Rules and matters incidental thereto and I have verified the above particulars (including record maintained by the company/applc which is subject matter and found complete Material to form has been submitted. Further certify that: *All mutual engagements have been completely fully attended to; *I have kept a copy of this and submitted in my NCOT for 'it is understood that 'shall be liable for under Section 448 and 449 of the Companies Act, 2013 enforcement. if any found at any time. "To be digitally Signed by DSC 4 Category in case of self-employed accountant or company or co-d account (if 'hold the pre-emptive) Membership Number Certificate of Practice Number Whether AS a partner or fellow of Associate of MIO *case of company were in (in whole time employment) or director of 'the 'which is to be director DIN of the Director or membership of Company Secretary of company with which secretary or director is associated and which applicant is proposed to be a director Name of company Note: Attention drawn to provisions of Section 448 and 449 which require certificate and punishment for "Idenee respectively. office use "Ily : eForm Semasiatur with" is. eForm is This eForm read Date of signing AMX eForm Company 'DDBWYYY' garm has been "e maintain the 'the of the of o' correctness the 11-uo-e 3(i) 49 Ponn DIR-4 Verification of applicant for application for DIN (Peculiar to section 153 and rule 9(3)(a)(iv) of Companies (Appointment and Qualification of Directors) Rules, 2014] 1, Son/ Daughter* of born on resident of hereby confirm and verify that the particulars given in the Form DIR-3 are and also are in agreement with the documents being attached to the Form DIR-3. I hereby confirm and declare that I. The photograph and documents being attached to the Form DIR-3- belong to me. further confirm that all required documents have been duly certified by the respective government authority and are being attached to the Form DIR-3, and 2. I am not restrained, disqualified, or, for being appointed as director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169, and 3. I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and 4. I have not been already allotted a Director Identification Number (DIN) under section 54 of the Companies Act, 2013, and S. I shall be liable under section 448 of the Act and under the relevant provisions of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to have been omitted. *Note: strike out is not applicable. Signature: (Name) 50 THE GAZETTE OF INDIA : EXTRAORDINARY Form DIR-S Application for surrender or Director Identification Number [PART II—SEC. 3(i)] [Pursuant to section 153 & rule 11 C) of Companies (Appointment and Qualification of Directors) Rules, 2014] photo

1. Applicant's name (Enter full name and do not use abbreviations) (a) First name: (b) Last name: (c) Middle name: 2. DIN of the applicant: 3. Reasons for surrender of DIN: 4. Income-tax permanent account number: (mandatory for Indian nationals) (Details of the applicant shall be as per Income-tax PAN) 5. And any one of the following a. Voter's identity card number b. Passport number c. Driving licence 6. Permanent residential (a) Address (b) City (c) State (d) Country Pin Code (e) (f) Phone E-mail ID (h) Line n 1.

Whether present is same as permanent residential address: ☐ Yes ☐ No 3(i) 3. Present residential (previous residential address, if residing at the present residential address for more than 1 year) (g) Fax 51 (a) Address (b) City (c) State (d) Country (e) Pin code (f) Phone E-mail id List Line 9. Other information, if any, which the applicant intends to submit with regard to this application: 10. Whether the application is being digitally signed by the applicant himself: ☐ Yes ☐ No I hereby also declare that (a) the information and other particulars given in this Form are true and correct. (b) I have never been appointed as director in any company and the DIN has never been used for filing of any document with any authority. Signature of the applicant: Date Attachments: (1) Proof of Identity: For Indian Nationals: (Any one of the following): ☐ ☐ ☐ Income tax Permanent Account Number Card Voter's Identity card Passport Driving licence 52 THE GAZETTE OF INDIA : EXTRAORDINARY ☐ UIN Number (UIN) For Foreign Nationals ☐ Non Resident ☐ Others (2) Proof of residence: (tick against the document being enclosed) ☐ Voter's identity card ☐ Passport ☐ Driving licence ☐ Electricity bill ☐ Telephone bill ☐ Bank account statement ☐ Others • Please specify (3) if [PART IPSEC. 3(i)] Note: Attention is drawn to of 448 and 449 provided for false and false evidence. 3(i)] FORM NO. DIR.6 [Pursuant to rule 12 (1) of the Companies (Appointment and

Qualification of Directors) Rules, 2014] Note • • All fields marked in • are to be mandatorily filled Intimation of change in particulars of Director to be given to the Central Government - 'in case of Indian national, Income-tax Account Number (Income-tax PAN) mandatory in cases • even if there is no change in income-tax PAN. • in such director should be as per PAN. In case the Income-tax PAN are incorrect, director designated partner is advised to correct details in PAN. Referral to Director Number (DIN) Memo 2 • Type 01 Date of voter's identity card number E-mail (Z) Photograph of Director F attach • s n * r E Gender number Nationality PAN -1 on voting license number Current residential address Residential Status Aadhaar number verified as per Form No. DIR.4 Verification as per Form NO. DZR.7 Enter information that needs to be corrected. Enter only the relevant field(s) 3. Director's name (Enter full name and do not use abbreviations) (a) First name Last name Middle name 4. Father's name (Even married women must give father's name) First name (i) j Last name (c) Middle name Whether a citizen of India 6 Nationality 6A. Whether resident in India Yes Yes No 7. Date of birth 8 Gender 9, Income tax PAN Male Female or Transgender Photograph (Attach latest passport size photograph by clicking on above instruction kit for details) Remove Photograph Verify details 54 IO Voters address number 12 Director's license number 13

14. Mobile 15. Email ID 16. permanent residential address Line Line N State ISO county code County
THE GAZETTE OF INDIA : EXTRAORDINARY 11. P—pM Pin code Fax (PART n—SEc. 30)) O NO
17. address is err* as pernWent resøernal Persent address Swt9 i SO eeuntry phone List or Attachmenb
Attachments: 1. EProof cf change in particulars; 2. • COW of verification by the dlrector (n



Form No. DIR .7*, 3. Optional attachments, if any. *To be digitally signed by Applicant yes Pin cod' Fox declare that have been duly engaged for the purpose of certification'verification of this form. It is hereby that: ss *I have satisfied myself about the Identity of the applicant based on the perusal of the original of attached document. Note: In case where the applicant is residing outside India the particulars have to be verified from the document duly attested by the attesting authority as prescribed. also verify having attested the photograph of the said person: o who is personally known to me; or o who meet me in person along with the original of the attested documents. *All required attachments have been completely attached to this application 'The applicant has given a verification on prescribed form DIR.7 which is attached to this form. have gone through the provisions of The Companies Act', 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. further certify that: *All the required attachments have been completely legibly attached to this form; have kept a copy of this form and attachments thereto, in my records for future reference. *It is understood that I shall be liable for action under Section 448 of The Companies Act, 2013 for wrong certification, if any found at any stage. *To be digitally signed by * Category *Whether associate or fellow " Membership Number * Certificate of Practice Number; O As associate O Fellow Submit Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement certificate and punishment for false evidence respectively. For office use only : eForm Number Serve request number (SRN) Digital signature of the authorising officer This eForm is hereby approved This eForm is hereby rejected Date of signing Mx filing details eForm filing date Confirm (DO/MYYYYY) OR (ODIMWYYYY) This e-Form has been taken on file by the officer of companies through electronic mode and on the basis of statement of correctness given by the company. 56 THE GAZETTE OF INDIA : EXTRAORDINARY Form DIR 7 Verification of applicant for change in DIN particulars [PART U—SEC. 3(i)] [Pursuant to rule of Companies (Appointment and Qualification of Directors) Rules, 2014]

Affix recent photo 1, . Son*/ Daughter* of . born on . resident of . hereby confirm and verify that the particulars given in the Form DIR-6 are true and also are in agreement with the documents being attached to the Form DIR-6. I have applied for change of Applicant's:- a C] o a a a name Nationality Date of birth Income-tax permanent account number Voter's Identity card number Passport number Driving licence number Permanent residential address Present residential address E-mail id (along with proof and in case of change of applicant's name or date of birth, a copy of notification published in the Gazette) I further confirm and declare that II—uuz a. The photograph and documents being attached to the Form DIR-6 belong to me. I further confirm that all required documents have been duly certified by the respective government authority and are being attached to the Form DIR-6 and b. I am not restrained, disqualified, removed of, for being appointed as director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169 and I have not been declared as proclaimed offender by c. any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and d. I have not been already allotted a Director Identification Number (DIN) under section 154 of the Companies Act, 2013, and I shall be liable under section 448 of the Act and e. under relevant provisions of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to have been omitted. *Note: strike out whichever is not applicable. Signature: (Name) 8 57 58 THE GAZETTE OF INDIA : EXTRAORDINARY FORM 'O'R-e• Intimation by Director [PART 11—SEC. 4] [Pursuant to Section 164(2) and rule 14(1) of Companies (Appointment and Qualification of Directors) Rules, 2014] Registration No. of Company Nominal Capital Rs. Paid-up Capital Rs. Name of Company Address of its Registered Office To The Board of Directors of 1 son/daughter/wife of resident of director/managing director/manager in the company hereby give notice that I am/was a director in the following companies the last three years: - Name of Company 1..... Appointment Cessation I further confirm that I have not incurred disqualification under section 164(2) of the Companies Act, 2013 in any of the above companies, in the previous financial year, and that I, at present, stand free from any disqualification from being a director. or 3(i)] 59 I further confirm that I have incurred disqualifications under section 164(2) of the Companies Act, 2013 in the following company(s) in the previous financial year, and that I, at present stand disqualified from being a director. "Name of the company Particulars Appointment 1..... 2..... Dated this Cessation Signature (Full Name) day of 60 THE

GAZETTE OF INDIA : EXTRAORDINARY FORM Report by the company to Registrar [PART U—SEC.

[Pursuant to Section 164(2) read with rule 14(2) of the Companies (Appointment Qualification of Directors) Rules, 2014] Registration No. of Company Nominal Capital Rs. Paid-up Capital Rs. Name of Company Address of its Registered Office To The Registrar of Companies, It is hereby reported under section 164(2) of Companies Act, have failed to (i) file the financial statements returns for the last three financial years, or (ii) repay deposits or thereon on due date being or redeem its debentures or pay dividend declared by the company since both. The period of one year has expired on The name and address of directors at the relevant period are as under (a) Director's name in full, without abbreviations 2013 and annual pay Interest on due date (b) (c) (d) 11-008 3(i)] Director's name as per company's records (abbreviations may be expanded and shown) 61 Address of the Director : - (i) Permanent (i') Present Positions held by the director in the last 5 years, prior to disqualification: Dated this Signature Designation* day of *State whether Director, Managing Director, Manager or Secretary 62 THE GAZETTE OF INDIA : EXTRAORDINARY FORM [PART 11—SEC 301 FORM OF APPLICATION FOR REMOVAL OF DISQUALIFICATION OF DIRECTORS [Pursuant to Section 164(2) read with rule 14(5) of Companies (Appointment and Qualification of Directors) Rules, 2014] Registration No. of Company Nominal Capital Rs. Paid-up Capital Rs. Name of Company Address of its Registered Office Grounds under which director(s) are disqualified Date of disqualification Details. of the application Dated this Signature Designation* day of *State whether Director, Managing Director, Manager or Secretary L gm 3(i)] FORM NO. DIR.II {Pursuant to proviso to section 168 (1) of The Companies Act, 2013 and rule 16 of the Companies (Appointment and Qualification of Directors) Rules, 2014] 63 Notice of resignation of a director to the Registrar Form I—language (Radio button) o English o Hindi Refer the instruction kit for filling the form. Notice is hereby given that I, the director of M/s have resigned from the office of director of the company with effect from the details of which are given below: 1. Details of the company (a) *CIN (b) GLN (c) Name of the company (d) Registered office address (e) Email ID of the company 2. Details of the director resigning from such company (a) Director Identification Number (DIN) (b) Name 3. (a) Date of appointment (b) • Designation (c) r Category (d) DIN of the director to whom the appointee was alternate Name of the original director 4. (a) *Date of filing of resignation with the company (b) Effective date of resignation specified in the notice Of resignation • i any ! S. *Reasons for resignation 6. • Whether confirmation is received from the company Attachment(s) (1) V Notice of resignation Wed with the company; (2) *Proof of dispatch; Acknowledgement received from company O Yes O No Attach Attach Attach 64 (4) Optional attachment(s) — if a THE GAZETTE OF INDIA : EXTRAORDINARY Declaration "—SEC dc solemnly declare that to the best of my/ our knowledge and belief the Information given in this form is correct and complete. b • by Director DIN Note: Attention !' also drawn to provisions of Section 448 and 449 which punishment for false statement •nd punishment for false evidence Th' h" been taken in file by the registrar •n •nies through b"i • of •tatem •nt of given by the 3(i)] FORM DIR-12 [Pursuant to sections & 170 of the Companies Act, 2013, rule 17 of (Incorporation) Rule' 2014 and rule 8, 15 & 18 of Companies (Appointment •nd of DIN-ctors) Rules, 2014] English Form "f. the Wt f. t— 65 Particulars of appointment of directors and the key managerial personnel and the changes •mong them 1. •This Now company Existing company 2. (a) •Form number (Service request number (SRN) FormNo. ".1) 01 id •ntity number (CIN) of company • My location number (GLN) company 3. (a) Name of the company Address of the Office of the company (c) e-mail ID of the company 4. Number of Directors. Director which is S. or Managing Director, directors of company Details the Director or director of the company Dir.ctw number {DIN) Father's Present residential address Nationality Gender Appointment Category Date of birth Change in des'nation of •POimmem or in 65 THE GAZETTE OF INDIA : EXTRAORDINARY [PART 11 —SEC. 30)] Whether chairman, •x •cutiw direct%. non-executive director • Chairman Executive director DIN of the director to whom appointed is Name of the to whom the appointee is alternate Name of the company of institution •nine. the appoint • it 'D director In case of cessation multion •d Marrying Officer is not associated company with "ect Interest in other entities Number of such entities *CfN/LLPIN/FCRN/Registration number due to *Name *Address Nature of interest *Designation Percentage of Shareholding Others (specify) Amount 6. Number of manager(s), secretary(\$), Chief Financial or Chief Executive Officer for which the form is being filed 7. Details Of the manager, secretary, Chief Officer of the company Director identification Number(DIN), if any permanent account number (PAN) O Appointment O Cessation Munbership number of secretary Firm name Middle name Last name * C If-wg 3(i)]

First name Middle name Last name Present residence Mel address Line 11 City State ISO country Code Country
 Date of birth Office designation 67 (00 IMMYYYYY) Pin code (DCYMWYYYYY) "Prominent or cessation e-
 mail ID Attachment List of (1) Letter of Appointment; (2) Declaration by first director; (3) Consent of the
 appointee director in Form No. DIR-2; (4) Notice of resignation; (5) Evidence of cessation; (6) Interest in
 other entities; (7) Optional attachment(s), if any Declaration of a person named in the articles as a (Drop
 down: director / manager / company secretary) of the company; or have been authorized by the Board of
 Directors of the Company vide resolution to sign this form and declare that all the requirements of
 Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and
 matters incidental thereto have been complied with. I also 68 THE GAZETTE OF INDIA :
 EXTRAORDINARY [PART I]—Sec. declare that all the information given herein above is true, correct and
 complete. I attach the attachments to this form and nothing material has been suppressed. to be digitally signed by
 *Designation *DIN of the director; or DIN or PAN Of the manager or CEO or CFO, or Membership
 number Of the secretary [F. No. 1/22/2013-CL-VI RENUKA KUMAR, Jt. secy. Printed by the Manager,
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