

FORM DIR-12

[Pursuant to sections 7(1)(c), 168 & 170 (2) of The Companies Act, 2013 and rule 17 of the Companies (Incorporation) Rules 2014 and 8, 15 & 18 of the Companies (Appointment and Qualification of Directors) Rules, 2014]



Particulars of appointment of Directors and the key managerial personnel and the changes among them

Form Language English हिन्दी

Refer the instruction kit for filing the form.

1. * This form is for New company Existing company

2. (a) * Form INC-1 reference number (Service request number (S) of Form INC-1) or Corporate identity number (CIN) of company

(b) Global location number (GLN) of company

3. (a) Name of the company

(b) Address of the registered office of the company

(c) e-mail ID of the company

4. Number of Managing director or director(s) for which the form is being filed

5. Details of the Managing Director, directors of the company

Details of the Managing Director or director of the company

Director identification number (DIN)

Name

Father's name

Present residential address

Nationality Date of birth Gender

Appointment Cessation Change in designation Date of appointment or change in designation

Designation

(DD/MM/YYYY)

Category

Whether Chairman, Executive director, Non-executive director

Chairman Executive director Non-executive director

DIN of the director to whom the appointee is alternate

Name of the director to whom the appointee is alternate

Name of the company or institution whose nominee the appointee is

e-mail ID of director

In case of cessation

Hereby confirmed that the above mentioned Director Managing Director is not associated with the company with effect from (DD/MM/YYYY) due to

Interest in other entities

Number of such entities

CIN/LLPIN/FCRN/Registration number

Name

Address

Nature of interest

* Designation

Percentage of Shareholding Amount

Others (specify)

6. Number of manager(s), secretary(s), Chief Financial Officer, Chief Executive Officer for which the form is being filed

7. Details of manager(s), secretary(s), Chief Financial Officer, Chief Executive Officer of the company

Details of manager(s), secretary(s), Chief Financial Officer, Chief Executive Officer of the company	
Director identification Number (DIN), if any	<input type="text"/> <input type="radio"/> Appointment <input type="radio"/> Cessation
Income-Tax permanent account number (PAN)	<input type="text"/>
Membership number of the secretary	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Father's name	
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Present residential address	Line I <input type="text"/>
	Line II <input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Pin Code <input type="text"/>
ISO Country Code	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/> Fax <input type="text"/>
Date of birth	<input type="text"/> (DD/MM/YYYY)
Designation	<input type="text"/>
Date of Appointment or cessation	<input type="text"/> (DD/MM/YYYY)
e-mail ID	<input type="text"/>

Attachments

List of attachmen

- (1) Letter of Appointment
- (2) Declaration by the first director
- (3) Declaration of the appointee Director, in Form D
- (4) Notice of resignation
- (5) Evidence of Cessation
- (6) Interest in other entities
- (7) Optional attachment(s), if any

Declaration

I, *

A person named in the articles as

authorized by the Board of Directors of the Company vide resolution number dated (DD/MM/YYYY)

* Designation

* DIN of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the secretary

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form a incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified maintained by the Company/applicant which is subject matter of this form and found them to be true, correct complete and no information material to this form has been suppressed. I further certify that:

- i. The said records have been properly prepared, signed by the required officers of the Company and maintained per the relevant provisions of the Companies Act, 2013 and were found to be in order ;
- ii. All the required attachments have been completely and legibly attached to this form;

* **To be digitally signed by**

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

* Whether associate or fellow Associate Fellow

* Membership number

* Certificate of Practice Number

This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the filing company.

For office use only:

eForm Service request number (SRN) eForm filing date (DD/MM/YYYY)

This e-Form is hereby registered

Digital signature of the authorising of

Date of signing (DD/MM/YYYY)