

Ref: PARY/ROC/06-07/

Date: _____

Format for letter to be sent to company directors for applying DIN & DS

To,

The Managing Director

(Mention the name & address of Client)

SUB: Apply for DIN & Digital Signature in view of E-filing of ROC Returns & other documents.

With reference to the captioned matter, I would like to inform you that in view of new MCA21 Scheme of the Ministry of Company Affairs, it is compulsory for each director of the company to get the DIN and for one director of the company the Digital Signature. For that purpose we have list out the document/information required from your end. You are requested to provide the same within a week time after getting this letter.

Document Required for DIN (Director's Identification No.)

Required for All the Director's of the Company

1. Apply on line through site www.mca.gov.in
2. One Photograph
3. Get the print out of provisional DIN from site.
4. Address Proof (Tel. Bill/Electricity Bill/ Voter ID Card/Ration Card/Passport/Driving Licence) *
5. Identity Proof (Passport/Driving Licence/ Election I Card) *
6. Hard Copy of Provision No. as generated from site will be submitted alongwith ID Proof & Address Proof with PDIL, Sector -1, Noida.
7. Cheque / Cash Rs. 562/- in favour of "PARY Info services Pvt. Ltd."

Document Required for Digital Signature (DS)

Required only for one director of the company, who is signing the Company documents.

1. Form to be downloaded from www.mca.gov.in
2. Form to be fill in Capital Letters along with Self Attested Photograph
3. One Self Attested Photograph of director
4. Address proof (Tel. Bill/Electricity Bill/ Voter ID Card/Ration Card/Passport/Driving Licence) *
5. Identity Proof (Passport/Driving Licence/ Election I Card) *
6. Detail of all the companies in which the person is Director/Managing Director
7. Cheque of Rs. 2,840/- in favor of "Mani CompuSoft Pvt. Ltd."

Any delay in submitting this documents/information will delay the proceedings and will results in heavy penalties from government side, for that we will not be responsible. Your prompt reply will help us to provide you the best of our service.

Thanking You,

Yours truly,
From P A R Y & Co.
Chartered Accountants

*(Name, Designation & Signature of
Authorised Person of P A R Y)*