



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

MCA. 2021

September 28, 2021

Shri Rajesh Verma, IAS  
Secretary  
Ministry of Corporate Affairs  
Government of India  
Shastri Bhawan  
Dr. Rajendra Prasad Road  
New Delhi -110001

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**Subject: Request for extension of time limit for filing of DIR-3 KYC-reg.**

Respected Sir,

We would like to draw your kind attention to the provisions of Rule 12A of the Companies (Appointment and Qualification of Directors) Rules, 2018 which provides that every individual who holds a Director Identification Number (DIN) as on 31st March of a financial year as per these rules shall submit e-form DIR-3-KYC for the said financial year to the Central Government on or before 30th September of immediate next financial year.

In view of the present scenario, the time limit as prescribed under the Rule, may kindly be extended for a period of 30 days.

Further, it is also informed that professionals are facing the technical issues while filling and filing the e-form DIR-3 KYC. While filling the DIR-3 KYC, it is required to fill the OTPs generated and sent to the mobile number and e-mail- ID of the concerned directors. The OTP generated is not getting transmitted to the registered mobile numbers of non-resident directors and foreign directors. Sometimes the OTP generated is not transmitted to e-mail IDs. Without the filling of OTPs, the e-form DIR-3 KYC cannot be filed.

We hope that the above submission would be considered favourably.

We shall be pleased to provide any further information in this regard on hearing from your goodself.

Thanking You,

Yours faithfully

*Asish Mohan*

(CS Asish Mohan)  
Secretary

**Vision**

"To be a global leader in promoting good corporate governance"

**Motto**

सत्यं वद। धर्मं चर।

Speak the truth abide by the law

**Mission**

"To develop high calibre professionals facilitating good corporate governance"