

EVENT BASED COMPLIANCES

Appointment and Resignation of Directors

Document Checklist for Event Based Compliances

For filing the appointment or resignation of a Director with the Registrar of Companies.

Documents Required

- PAN card and Aadhaar card / identity proof of the Director (for appointment)
- Director Identification Number (DIN) of the Director
- Consent to act as Director (Form DIR-2), for appointment
- Resignation letter of the Director, for resignation
- Board Resolution approving the appointment/resignation
- Digital Signature Certificate (DSC) of the appointed/resigning Director
- Declaration of non-disqualification (Form DIR-8), for appointment

Note: The above list indicates commonly required documents. Additional documents may be requested by the Ministry of Corporate Affairs (MCA), Registrar of Companies (ROC) or other regulators depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.