

EVENT BASED COMPLIANCES

Change in Directors

Document Checklist for Event Based Compliances

For reporting any change in the Board of Directors (appointment, resignation or change in designation) to the Registrar of Companies.

Documents Required

- PAN card and Aadhaar card / identity proof of the incoming/outgoing Director
- Director Identification Number (DIN) details
- Consent to act as Director (Form DIR-2), for new appointments
- Resignation letter, if applicable
- Board Resolution approving the change
- Digital Signature Certificate (DSC) of a Director
- Declaration of non-disqualification (Form DIR-8), for new appointments

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.