

Form 7

[See rule 10]

Application for allotment of Designated Partner Identification Number

Note: All fields marked in * are to be mandatorily filled.

Provisional Designated Partner Identification Number (DPIN)
(not to be filled by the applicant as it is generated by the system)

Applicant's name (enter full name and do not use abbreviations)

Affix a latest passport size photograph and get it attested/ certified for submission of physical copy of the form with Central Government.

1. DIN (if allotted)

2. Name
(a) *First name :

(b) *Last name :

(c) *Middle name :

(d) *whether nominee of a body corporate Yes No

If Yes, the details of the body corporate:

Name of the body corporate

Registration Number

Address of the registered office of the body corporate

Line 1

Line 2

City District

State PIN Code

ISO Country Code

Country

Phone Fax

Email ID

3. Father's /Husband's name

(a) *First name :

(b) *Last name :

(c) *Middle name :

4. *Whether a citizen of India : Yes No

5. *Nationality:

6.*Date of Birth (DD/MM/YYYY)

7. *Gender :

8. Place of birth

9. Income-tax permanent account number

10. Voter's identity card number :

11. Passport number :

12. Driving license number:

13. Other (please specify):

14. *Permanent Residential Address

(a) *Line I

*Line II

(b). *City :

(c) *State :

(d) *Country:

(e) *Pin code:

(f) Phone:

(g) Fax:

(h) Email ID

15. *Whether present residential address is same as permanent residential address
Yes No

16. Present Residential Address

(a) Line I

Line II

(b) City

(c) State

(d) Country

(e) Pin code

(f) Phone

(g) Fax

17. *Whether resident of India

Yes No

**Specimen signature of the applicant
(within the box)**

Instruction Kit

Submit

Following documents are being enclosed :

Proof of Identity (Tick against the document being enclosed)

1. Passport
2. Election (voter identity) card
3. Driving license
4. Income-tax PAN card
5. Others-Please Specify

Proof of residence (Tick against the document being enclosed)

1. Passport
2. Election (voter identity) card
3. Ration card
4. Driving license
5. Electricity bill
6. Telephone bill
7. Bank account statement
8. Others-Please Specify

I son/daughter of

resident of hereby declare and verify that the information given in this application and the documents enclosed is correct and complete. I confirm that I do not possess and have not been allotted another Designated Partner Identification Number by the Central Government. I also confirm that no other application (including physical documents) submitted by me is pending for allotment of Designated Partner Identification Number.

**Signature of the applicant
(to be signed for submission of physical copy of the form with Central Govt)**

Dated (DD/MM/YYYY)

Place

General Guidelines for DPIN Application

1. **Obtain Provisional DPIN** - The applicant should first fill in the application on-line, generate a provisional DPIN and then take a print out for dispatch to the DPIN Processing Cell. All application without a provisional DPIN cannot be accepted for further process and would merit straight rejection.
2. **Attestation/certification of photograph, proof identity and proof of residence** – A Public Notary or a Gazetted Officer of a Government or a practising professional (Chartered Accountant/ Company Secretary/Cost Accountant) or a Company Secretary in full time employment of the company.
3. **Particulars of the attesting/certifying authority** – The attesting authority must indicate the following while attesting the documents : (i) Signatures; (ii) Name in full in Capitals; (iii) Registration No; and (iv) Seal/ Stamp.
4. **Language of proofs for identity and residence** – In case the proof of identity and proof of residence is in a language other than Hindi or English, a certified copy of translation of the same in Hindi or English should be enclosed and the translation be also certified by the professional who has otherwise certified the said proofs.
5. **Date of Birth** – The proof of identify enclosed with DPIN Form should also contain the Date of Birth of the applicant and the same should match the Date of Birth filled in the application form. In case the proof of identify does not indicate the Date of Birth then additional proof of Date of Birth, duly certified/attested, should be attached.
6. **Father's Name** - The proof of identify enclosed with DPIN Form should also contain the Father's Name of the applicant and the same should match the Father's Name filled in the application form. In case the proof of identify does not indicate the Father's Name then additional proof of Father's Name, duly certified /attested, should be attached.
7. **Process for applications who are (i) Indian citizens residing abroad; (ii) foreign nationals residing in India; and (iii) foreign nationals residing outside India** - While general conditions as mentioned at Sr.No.1,3,4 and 5 would be applicable in these categories also, the certification of attached documents and the photograph may be done by a notary in the home country of the applicant or the designated partner of the LLP. Further, in the case of a Foreign National, certified copy of the valid passport should be enclosed.

For office use only:

Signature of the Authorizing Officer

Dated

Place