

[Create Director's master by importing form DIR-12](#)

Dear users,

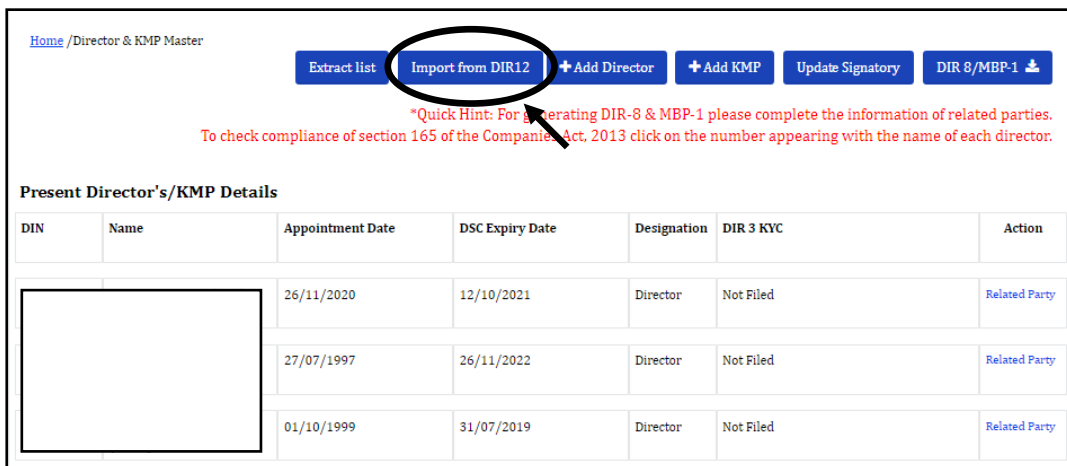
Greetings of the Day!,

We have added the import facility for DIR-12 in the dashboard.

Now you can create your director's master just by uploading the relevant DIR-12 e-form. The information will be auto-fetched from the form and saved into your login.

Steps to be followed:

Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Master ⇒ Director & KMP



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[Extract list](#)
[Import from DIR12](#)
[+ Add Director](#)
[+ Add KMP](#)
[Update Signatory](#)
[DIR 8/MBP-1](#)

**Quick Hint: For generating DIR-8 & MBP-1 please complete the information of related parties. To check compliance of section 165 of the Companies Act, 2013 click on the number appearing with the name of each director.*

Present Director's/KMP Details

DIN	Name	Appointment Date	DSC Expiry Date	Designation	DIR 3 KYC	Action
		26/11/2020	12/10/2021	Director	Not Filed	Related Party
		27/07/1997	26/11/2022	Director	Not Filed	Related Party
		01/10/1999	31/07/2019	Director	Not Filed	Related Party

You can click on the import DIR-12 button and upload the form.

You can upload multiple forms for creating your Director master.

Entry for appointment, cessation, and change in designation will be made automatically from the form that you upload.

Users are advised to upload the forms in chronological order to avoid any manual intervention.