

📣 DIR-3 KYC UPDATE – IMPORTANT MCA CHANGE

Dear User, the Ministry of Corporate Affairs (MCA) has revised the DIR-3 KYC compliance requirement.

New Rule:

Every individual holding a DIN as on 31st March of a financial year is required to file KYC in form DIR-3 KYC Web on or before 30th June of the immediately following every third consecutive financial year.

The Ministry of Corporate Affairs (MCA) has also streamlined the DIR-3 KYC process. **Unlike earlier, there is now a single unified DIR-3 KYC Web Form that covers multiple purposes:**

- Reactivation of DIN
- KYC Compliance Filing
- Update of Mobile Number / Update of Email ID
- Update of Permanent Residential Address / Update of Present Residential Address

UPDATE IN COMPLYRELAX:

We have updated the DIR-3 KYC Utility in ComplyRelax as per the latest MCA requirements.

You can:

- ✔ Track KYC due dates
- ✔ Monitor all DINs in one place
- ✔ Identify upcoming KYC obligations easily

WHERE TO ACCESS

Dashboard → Secretarial Practice → DIR-3 KYC

You Can prepare the KYC form from here.

Here, you will find the list of all DINs added in your director Master.

Home / DIR-3-KYC Status

Bulk Assign | DIR3-KYC Old Form | DIR3-KYC (Web)

To download the email id / phone no. list of pending DIR3 KYC [Click here](#).

302 Total Director | 300 KYC due this Year | 0 KYC done this Year | 300 KYC pending this Year

Company: Select Company | Group: Select Group | KYC Status: Select Status

Show 10 rows | Excel | Search: []

Sr. No	Director Name (DIN)	DIN Status	KYC Status	Assigned User	User Status	Last KYC Filed FY	KYC Due date	Remark	Action
1.	[Redacted]	Deactivated	Not Filed	Select User	Select St	-	-	+ [eye]	Update Inactive Set Reminder
2.	[Redacted]	Approved	KYC Filed vide SRN 2999999999 dated	Select User	Select St	2025-26	30/06/2028	+ [eye]	Update

HOW TO USE THE UPDATED KYC UTILITY

1. Auto Update via MCA Transactions

To automatically update KYC status and due dates:


- Fetch your MCA Transactions from the system
- Ensure you select: Correct filing date & Correct user account used for filing
- Once fetched, the system will Identify KYC filing & Auto-calculate and update the next due date

 **Path:**

Dashboard → Secretarial Practice → MCA Transaction → V3 Section → Fetch Data

2. Manual Entry (If KYC Not Filed via Your Account)

In case KYC was filed from another MCA login, you have to Enter the SRN & Date of Filing, in the DIR-3 KYC section.

 The system will automatically calculate and update the next due date

This update ensures that your DIR-3 KYC tracking is fully aligned with the latest MCA framework, helping you manage compliance seamlessly.

**Regards,
Team ComplyRelax**