**Format of Engagement Letter-cum Declaration**

Place:

Date:

To,

M/s Ideation Advisory PVT. LTD

Regd. Office Address: HIG-135, Kanan Vihar, Phase-1, Chandrasekharpur, Bhubaneswar - 751031, Odisha

**Subject: Engagement for certification e-forms DIR-3 KYC and my representations for verification of information mentioned in the e-form.**

**Ref: DIN Number:**

Dear Sir,

This representation letter is provided in connection with your certification/verification of e-form DIR-3 KYC under provisions of Companies Act, 2013.With reference to various provisions of the Companies Act, 2013 read with relevant rules and any other applicable laws, I herby engage you for certification of e-form DIR-3 KYC and verification of details mentioned in the form.

In this connection please find attached a signed copy of format of verification as per details given in the e-form DIR-3 KYC and information as required for filling of e-form DIR-3 KYC. (Copy enclosed)

Further, please find attached my information/ document required by you to verify details mentioned in e-form DIR-3 KYC:

1. Self Attested copy of PAN (**MANDATORY)**

2. Self attested copy of Passport (if any) **(MANDATORY)**

3. Self attested copy of Aadhar **(MANDATORY) for address proof**

4. Self attested copy of Voter ID **for address proof (as per requirement)**

5. Self attested copy of self-attested Bank statement **for address proof (as per requirement)**

6. Self attested copy of DL **for address proof ( as per requirement)**

7. Mobile No. (**MANDATORY)**

8. Email ID (**MANDATORY)**

9. Colour Passport size Photograph (latest) one number –( **MANDATORY)**

10. Information Sheet (attached) (**MANDATORY) to be filled by applicant**

11. Verification (attached) **(MANDATORY)**

All required documents in original produces for your necessary verification and attestation.

**(Signature of the Applicant)**

**Name of Person:**

**Address:**

**Information Sheet required to be entered in the e-form DIR-3 KYC**

**(To be filled by the applicant in his own handwriting)**

 **DIN:**

1. Name of the Director(as per PAN card)
2. Father’s Name (as per PAN card)
3. Whether a citizen of India: Yes or No.
4. Nationality:
5. Whether resident in India: Yes or No
6. Do you have a valid passport : Yes or No
7. Voter ID/DL/Aadhar/Passport: Aadhar card is mandatory. If having passport then it is mandatory.
8. Personal Mobile Number:
9. Personal Email ID:
10. **Permanent Address:** **Proof of permanent address is mandatory**.

Whether present address is same as permanent address:

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1. **Present Address: Proof of present address is mandatory**

**(Signature of the Applicant)**

**Name of Person:**

**Address:**

**Verification (as per e-form DIR-3- KYC)**

I, hereby confirm and verify that the particulars given in the e-form DIR-3 KYC are true and also are in agreement with the documents being attached to the said form.

1. The documents being attached to the e-form DIR-3 KYC belong to me. I further confirm that all required documents have been duly issued by the respective Government Authority and are being attached to the e-form DIR-3 KYC and
2. I further confirm that the Mobile No and email ID belong personally to me and
3. I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and
4. I have no other allotted DIN other than DIN in which changes are intimated under section 154 of the Companies Act, 2013 or a Designated Partner Identification Number under section 7 of the Limited Liability Partnership Act, 2008.
5. I shall be liable under section 448 of the Act and under relevant provisions of the Indian Penal Code,1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to be have been omitted.

**(Signature of the Applicant)**

**Name of Person:**

**DIN:**

**Address:**