**Input Fields:**

|  |  |
| --- | --- |
| **#** | **Particular to be inserted** |
| 1 | Date of Letter |
| 2 | Name of the Director |
| 3 | Address of the Director |
| 4 | Date of Board Meeting approving director appointment |
| 5 | Date of Consent letter from Director |
| 6 | Nature of Directorship (Executive/ Non-Executive/ Non-Executive Independent) |
| 7 | Name of the Company |
| 8 | Signing Peron Name |
| 9 | Designation of Signing Person |
| 10 | Office Address of the Company |
| 11 | Father Name of the Director |
| 12 | DIN of the Director |

Date ………1………..

To,

Mr. ………2………………

…………3………….,

…………………….

**Ref:-** Your Consent letter dated …………5…………….

**Sub:-**Appointment of Director

Dear Sir,

We are pleased to inform you that the Board of Directors (the “Board”) of ………7………….. (the “Company”) at its Meeting held on ………4……. have approved your appointment as a ……6………. Director subject to the approval of the Members at the ensuing Annual General Meeting of the Company.

We are confident that the Board and the Company will benefit immensely from your rich experience. If these terms of appointment are acceptable to you, please confirm your acceptance by signing and returning the enclosed copy of this letter. We thank you for your continued support and commitment to the Company.

Yours Faithfully

For ………………7…………………..

…………8………..

(…………9…………..)

**Form DIR-2**

**Consent to act as a director of a company**

*[Pursuant to section 152(5) and rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014]*

To

The Board of Directors

………7…………….

…………10…………..

**Subject: Consent to act as a director.**

I ………………2…………………., S/o. …………11………………., hereby give my consent to act as director of **……………………7…………………………….** pursuant to sub-section (5) of section 152 of the Companies Act, 2013 and certify that I am not disqualified to become a director under the Companies Act, 2013.

1. Director Identification Number (DIN) : ………12……..

2. Name : ………2……..

3. Father’s Name (in full) : ………11……..

4. Address : ………3……..

5. E-mail id :

6. Mobile no. :

7. Income-tax PAN :

8. Occupation :

9. Date of birth :

10. Nationality :

11. No. of companies in which I am already a Director and out of such companies the names of the companies in which I am a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, Manager -

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Name of the Company** | **CIN** | **Designation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

12. Particulars of membership No. and Certificate of practice No. if the applicant is a member of any professional Institute. Specifically state NIL if none. - NIL

**Declaration**

I declare that I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law in the last five years. I further declare that if appointed my total Directorship in all the companies shall not exceed the prescribed number of companies in which a person can be appointed as a Director.

Thanking You

……………2…………..

DIN: ……12…………

…………3……………….

………………………….

Date: ………………..

Place: ………………..

Attachments:

1. Proof of identity;

2. Proof of residence;