**On click of Need Help**

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| **Instructions for filling Schedule Director of Company** | | |
| **Option 1 – Upload through CSV** | | |
|  | 1. | Download the template through the link | | |
|  | 2. | Click on the template; provide a file name to save the CSV. | | |
|  | 3. | Update the data as per the headings provided in the CSV template (Refer instructions below to fill the csv file). | | |
|  | 4. | Save the date and upload the CSV file in the utility | | |
| **Option 2 – Fill Data directly in utility** | | |  |  |
|  | 1. | Enter all the required details. To add rows select "Add" and update the details. To delete rows select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Save" to go back to schedule Director of Company. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule Director of Company. | | |  |

**Important Note:**

1. Please use the appropriate data type to avoid errors at the time of upload/ possible data loss.
2. Please check the data carefully, after uploading.

**Instructions to fill csv file:**

1. Column 1 ‘Name of the Company’ should be alphanumeric with any special characters (**Not Allowed +{}[]"<>?**)(**Allowed Chars** [**~!@#$%^&\*()\_-=|\:;',./**](mailto:~!@#$%^&*()_-=|\:;',./)**)**
2. For column 2 ‘Type of Company’, enter value either as “**D**” for Domestic or “**F**” for Foreign.
3. For column 3 ‘PAN’, input should contain only alphanumeric values without any special characters. (First Five Alphabets, next 4 digits, then Alphabet. The fourth digit (alphabet) should be C). If in Col 2, value entered as ‘**F**’, may leave this field as blank. Please ensure that PAN is entered correctly.
4. For Column 4 ‘Whether its shares are listed or unlisted’ enter value either as “**L**” for Listed or “**U**” for Unlisted.
5. For Column 5 ‘Director Identification Number’ should be numeric, non- negative and non-decimal. If in Col 2, value entered as ‘**F**’, leave this field as blank.