

**ICSI ECSIN Amnesty Scheme, 2024**  
**under ICSI (Employee Company Secretaries Identification Number (eCSIN)**  
**Guidelines, 2019**

1. The Council of the Institute of Company Secretaries of India (hereinafter referred to as ‘the Council’) in its 261<sup>st</sup> (Special) Meeting held on 27<sup>th</sup> June, 2019 issued the ICSI (Employee Company Secretaries Identification Number (eCSIN), Guidelines, 2019 (hereinafter referred to as ‘the eCSIN Guidelines’) and further amended by the Council in its 263<sup>rd</sup>, 266<sup>th</sup>, 271<sup>st</sup> and 284<sup>th</sup> meeting held on 23<sup>rd</sup> September, 2019, 9<sup>th</sup> January, 2020, 26<sup>th</sup> September, 2020 and 9-10<sup>th</sup> March, 2022 respectively.

**Objective of eCSIN Guidelines**

2. The Council of the Institute has issued the ICSI (Employee Company Secretaries Identification Number) Guidelines, 2019, for regulation of the members in employment, which provides for generation of eCSIN by the members of the Institute (working in any capacity except those exempted), thereby enabling the Institute in identifying the members in employment and facilitating maintenance of employment record of the members.
3. A copy of the latest amended eCSIN guidelines may be downloaded from the eCSIN Portal of the Institute: [https://stimulate.icsi.edu/ecsin/PDF/eCSIN-Guidelines\\_New.pdf](https://stimulate.icsi.edu/ecsin/PDF/eCSIN-Guidelines_New.pdf)

**eCSIN Generation**

4. Para 5(a) of the eCSIN guidelines provides that the eCSIN shall be generated by the member at the time of issuing the consent letter/acceptance letter or date of appointment and on the date of relieving from the organization.

**Provided that** the eCSIN shall be generated not later than 30 days from issuing the consent letter/acceptance letter or date of appointment /relieving, as the case may be.

**Provided further** that in case of change in Employer pursuant to an order of the NCLT/ Regional Director consequent upon a scheme of Compromise, Arrangements & Amalgamation or any other restructuring by the company, a request for updating eCSIN details addressed to the Secretary, ICSI shall be sent within 30 days of effective date of Scheme as per the order of the NCLT / Regional Director at [ecsin@icsi.edu](mailto:ecsin@icsi.edu) in the prescribed format with complete details.

**Consequences of Violation**

5. (i) Any non-compliance or defective compliance with these Guidelines shall render the member liable for action under the Company Secretaries Act, 1980 read with First and Second Schedule to the Company Secretaries Act, 1980.
- (ii) eCSIN shall be mandatorily required at the time of renewal of membership of a member who is in employment to ensure the compliance of Regulation 3 of the Company Secretaries Regulations, 1982.

**Condonation of Delay**

6. The members in respect of whose employment eCSIN is not generated, shall generate the same within three months of the coming in force of these revised guidelines, or such other date as may

be specified by the ICSI. Any failure in compliance shall render the member liable for action as per Clause 10 of these Guidelines.

**Provided** that the Professional Development Committee may frame standard operating procedures and modalities or any scheme due to any specific circumstances to condone the delay on such terms and conditions as it may deem fit and proper and in case of such condonation, the members shall not be liable for consequences of violation as mentioned in Clause 10 of these Guidelines.

**Provided further** that the Professional Development Committee may condone the delay on such terms and conditions as it may deem fit and proper in case of member in respect of whose employment eCSIN is not generated within the timelines prescribed under these Guidelines.

### **About the eCSIN Amnesty Scheme, 2024**

7. The Institute considered the genuine cases where default has happened in ECSIN generation/cessation and the defaulting members are willing to rectify the said default. Accordingly, ECSIN Amnesty Scheme, 2024 (Amnesty Scheme) is being introduced wherein members may:

- (i) Generate the eCSIN, if not yet generated;
- (ii) Rectify the eCSIN details recorded at the time of generation for appointment;
- (iii) Update information in the eCSIN generated;
- (iv) Revoke eCSIN if employment already ceased;
- (v) Rectify Professional Address (Place of Posting)
- (vi) Any other practical difficulty

8. All active eCSINs generated from the effective date of the eCSIN Guidelines i.e. 1<sup>st</sup> October, 2019 upto the validity of the Amnesty Scheme i.e. 18<sup>th</sup> April, 2024 or such other date as may be specified by the ICSI, shall be eligible under the Amnesty Scheme. An active eCSIN means the eCSIN held by the member for current/existing employment.

9. The members applying under the Amnesty Scheme shall be granted immunity from the applicability of the provisions of the ICSI (ECSIN) Guidelines, 2019 in respect of the eCSINs for which request under this Amnesty Scheme has been made and disciplinary proceedings shall not be initiated or entertained in this respect. However, the immunity under this Amnesty Scheme shall not be granted to members against whom any disciplinary proceeding for non-adherence to eCSIN Guidelines is pending at any stage before the Disciplinary Directorate of ICSI.

10. No fees shall be charged for the purpose of this application.

### **11. How to apply**

- i. The process of application is completely online and in straight through process mode at the eCSIN Portal: <https://stimulate.icsi.edu/ecsin> or through Member Portal of the Institute.
- ii. The online request window will be open on 4<sup>th</sup> April, 2024 and shall remain available till 18<sup>th</sup> April, 2024.
- iii. Upon successfully submitting request, an auto confirmation mail will be sent to the members for record and future communication.
- iv. In case(s) where the eCSIN has not been generated, it will be mandatory to generate eCSIN in current date before filing the request under Amnesty Scheme.

- v. Every eCSIN has to be revoked or modified separately and can be modified / revoked only once in this Amnesty Scheme.
  - vi. Only active eCSIN are eligible for rectification under the Amnesty Scheme. There is no process to reactivate the revoked eCSIN.
  - vii. The modified details will henceforth be shown in the master data / Register of eCSINs available after login on the eCSIN portal.
- 12.** It is a One Time Amnesty Scheme which has been introduced considering the various factors acting together in the recent times and does not in any way create a precedent for future.
- 13.** On the conclusion of the Amnesty Scheme, the Institute may initiate necessary disciplinary action under the Company Secretaries Act, 1980 read with First Schedule and Second Schedule to the Company Secretaries Act, 1980 against the members who have not availed this Amnesty Scheme and have failed to comply with the provisions of the ICSI (ECSIN) Guidelines, 2019.
- 14.** The details uploaded by the members under this Amnesty Scheme shall remain confidential and not be construed as “information” under the Right to Information Act, 2005.

**15. Removal of Difficulty**

If any difficulty arises with respect to the observance / interpretation of Amnesty Scheme, or some unforeseeable circumstances occur which have not expressly been provided for in this Amnesty Scheme, then the Secretary, ICSI shall decide the matter in consultation with President, ICSI and pass such orders as may appear necessary or expedient for carrying out the objectives of this Amnesty Scheme.