

## **FAQs on ICSI UDIN Amnesty Scheme, 2021**

- 1. Where can I find a copy of the ICSI UDIN Amnesty Scheme, 2021?**  
A copy of the ICSI UDIN Amnesty Scheme – 2021 may be downloaded from the ICSI UDIN portal <https://stimulate.icsi.edu/udin/>
- 2. How do I make an application / online request under the Amnesty Scheme?**  
There is no formal application to be made under the scheme. The member shall login to the UDIN portal and click on the Amnesty Scheme icon and select the UDIN to be modified / revoked from the UDIN Register.
- 3. What are the opening and closing dates for the Amnesty Scheme?**  
The Amnesty Scheme shall be open from 20<sup>th</sup> April, 2021 and shall close on 15<sup>th</sup> May, 2021.
- 4. Is there any limit on the number of UDINs that can be modified / revoked under the Amnesty Scheme?**  
There is no limit on the number of UDINs that can be modified / revoked under the scheme. However, one UDIN can only be modified once.
- 5. In how much time will the application under the Amnesty Scheme be processed?**  
The scheme operates in the ‘STP’ mode. Accordingly, the UDIN data will be updated on realtime basis and Register of UDIN shall be updated accordingly.
- 6. Will I get any confirmation about the modified UDIN from the Institute?**  
Yes, the member will receive an auto-generated email after the online application is successful.
- 7. Do I need to intimate the client about modifications in data associated with UDIN?**  
It is advisable to intimate the client about the modifications availed under this scheme. However, the UDIN details are available for verification by any stakeholder at the UDIN portal.
- 8. Will I be able to remodel the details under the Amnesty Scheme at multiple occasions?**  
All UDINs generated till 15<sup>th</sup> May, 2021 shall be available for modification under the scheme. However, a particular UDIN can be modified only once.

**9. What all details shall be open for rectification / modification under the scheme?**

The following details shall be open for rectification / modification:

- a. Name of the Company / Client
- b. CIN/PAN / Aadhar Number
- c. Financial Year
- d. Document Type
- e. Document Description
- f. Date of Signing

**10. Can UDIN itself be changed / modified?**

UDIN once generated cannot be changed or modified. It can only be revoked.

**11. What are the essential features of the Amnesty Scheme?**

The amnesty scheme would enable the members to –

- i. Generate the UDINs in respect of Certificate / Report / Form / Other Documents certified by them and the UDIN has not been generated as yet.
- ii. Rectify the particulars of UDIN recorded at the time of generation, such as Name of the Client, PAN / CIN / Aadhar of the Client, Date of Signing, selection of Certificate / Report / Form / Other document, Financial Year.
- iii. Revoke unutilized UDINs.

**12. Will I be provided any immunity from any misconduct proceedings for non-compliance with the UDIN Guidelines if I apply for amnesty under the scheme?**

The Practicing Company Secretary applying under ICSI UDIN Amnesty Scheme, 2021 shall be granted immunity from the applicability of the provisions of para 8 of the UDIN Guidelines in respect of the UDINs for which request under this Amnesty Scheme has been made and disciplinary proceedings shall not be initiated or entertained in this respect.

**13. Will I be liable for misconduct proceedings for non-compliance with the UDIN Guidelines if I do not apply under the scheme?**

On the conclusion of the 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 Scheme and have failed to comply with the provisions of the UDIN Guidelines.

**14. What is the fee for making an application under the scheme?**

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

**15. Who can make an application under this scheme?**

Any Practising Company Secretary who has failed to comply with the UDIN Guidelines and is willing to rectify the default as permitted within the purview of the Scheme.

**16. Do I need to specify the reasons for making modification in UDIN?**

Yes, the member needs to specify the suitable reasons at the time of making modification under the scheme.

**17. Will my data provided under the amnesty scheme be kept confidential?**

Yes, the details uploaded by the PCS under this Amnesty Scheme shall remain confidential and not be construed as “information” under the Right to Information Act, 2005.

**18. If I have not generated the UDIN earlier, can it be generated now?**

In case(s) where the UDIN has not been generated, it will be mandatory to generate the UDIN before filing the request under this Scheme.

**19. It is possible to reactivate the UDIN which has been revoked?**

No. Only active UDIN are eligible for rectification under the UDIN Amnesty Scheme. UDIN once revoked shall not be reactivated.

**20. Can the Name and/or CIN of the Client be altered in the UDIN?**

Only inadvertent typographical errors may be rectified to the extent that the identity of the client is not altered.

**21. Whether I will be able to avail this Amnesty Scheme if any disciplinary proceeding by Disciplinary Directorate of ICSI is pending against me?**

In such cases the member may avail the Amnesty Scheme but the immunity under this Scheme shall not be granted to members against whom any disciplinary proceeding for non-adherence to UDIN Guidelines is pending at any stage before the Disciplinary Directorate of ICSI.