

## FAQs on ICSI UDIN Amnesty Scheme, 2023

### 1. Where can I find a copy of the ICSI UDIN Amnesty Scheme, 2023?

A copy of the ICSI UDIN Amnesty Scheme – 2023 may be downloaded from the ICSI UDIN website (i.e. <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. To avail the Amnesty Scheme, the member may use one of the following ways:

1. Login on the UDIN website (<https://stimulate.icsi.edu/udin>) and then click on the Amnesty Scheme icon and select the UDIN to be modified / revoked from the UDIN Register;

OR;

2. Login through any other designated website (i.e Stimulate Member Portal- <https://stimulate.icsi.edu/>), click on the “Update UDIN”, click on Amnesty Scheme icon and select the UDIN to be modified / revoked from the UDIN Register.

### 3. What are the two ways in which member can login to the UDIN website for generation of UDIN?

Member can login into the UDIN website through two modes:-

- Member can login at the Website <https://stimulate.icsi.edu/udin>, or
- Member can login into any other designated website (i.e Stimulate Member Portal- <https://stimulate.icsi.edu/>) and can click on the “Update UDIN” in order to proceed further.

### 4. I’ve registered on the UDIN through Member’s stimulate website (i.e. <https://stimulate.icsi.edu/Home/Home>) and I’ve been generating UDINs through this website only. Do I need to login with the same credentials on the UDIN Website (i.e <https://stimulate.icsi.edu/udin>) also?

No, in such case, you need to re-register on the UDIN website and generate the new credentials for particularly UDIN website only in order to generate the UDIN.

**5. What are the opening and closing dates for the Amnesty Scheme?**

The Amnesty Scheme shall be open from 16<sup>th</sup> March, 2023 and shall close on 31<sup>st</sup> March, 2023.

**6. 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, only active UDIN is eligible for modification/rectification under the Amnesty Scheme.

**7. 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 real-time basis and Register of UDIN shall be updated accordingly.

**8. 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.

**9. 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 website.

**10. Will I be able to remodify the details under the Amnesty Scheme at multiple occasions?**

All UDINs generated from 1<sup>st</sup> April, 2022 to 31<sup>st</sup> March, 2023 shall be available for modification / revocation under the scheme. However, a particular UDIN can be modified / revoked only once.

**11. 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. Financial Year remarks
- e. Document Type
- f. Document Description
- g. Date of Signing.

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

The Amnesty Scheme would enable the Members to –

- i. Generate the UDINs in respect of Report /Returns/Certificates and Other Documents certified by them for which UDIN has not been generated as yet.
- ii. Rectify the particulars of active 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.

**13. 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 the ICSI UDIN Amnesty Scheme, 2023 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.

**14. 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.

**15. What is the fee for making an application under the Amnesty Scheme?**

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

**16. Who can make an application under this Amnesty Scheme?**

Any Practicing 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.

**17. 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.

**18. 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.

**19. 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.

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

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

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

Yes, the same can be altered.

**22. 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.