

FAQs on the ICSI UDIN Amnesty Scheme, 2025

1. Where can I find a copy of the ICSI UDIN Amnesty Scheme, 2025?

A copy of the ICSI UDIN Amnesty Scheme, 2025 is available at the ICSI UDIN portal (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 PCS may use one of the following ways:

- Login at the UDIN portal (<https://stimulate.icsi.edu/udin>), click on the Amnesty Scheme icon and select the UDIN to be modified/revoked from the UDIN Register;
or;
- II. Login through any other designated website (i.e Stimulate Member Portal-<https://stimulate.icsi.edu/>), click on “Update UDIN”, 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 1st April, 2025 and shall close on 15th April, 2025.

4. Is there any limit on the number of UDINs that can be modified/revoked under the Amnesty Scheme?

No, there is no limit on the number of UDINs that can be modified/revoked under the Scheme. However, an active UDIN is eligible for modification/rectification only once under the Scheme.

5. What is the expected processing time for applications submitted under the Amnesty Scheme?

The Scheme operates in the ‘STP’ mode. Accordingly, the UDIN data will be updated on real-time basis in the Register of UDIN.

6. Will I get any confirmation about the modified UDIN from the Institute?

Yes, the PCS 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 advised 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 remodify the details under the Amnesty Scheme at multiple occasions?

No, all UDINs generated from 19th April, 2024 to 15th April, 2025 shall be available for modification/revocation under the Scheme. However, a particular UDIN can be modified/revoked only once.

9. Which 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 remarks
- d. Document Type
- e. Document Description
- f. Date of Signing.

10. What are the essential features of the Amnesty Scheme?

The Amnesty Scheme would enable the PCS 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, CIN/PAN/Aadhaar Number of the Client, Date of Signing, selection of Document Type: Certificates/Reports/Others, and Financial Year Remarks.
- iii. Revoke unutilized UDINs.

11. Will I be provided any immunity from any misconduct proceedings for non-compliance with the UDIN Guidelines if I make an application under the Amnesty Scheme?

The PCS availing the ICSI UDIN Amnesty Scheme, 2025 shall be granted immunity from the applicability of the provisions of Clause 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.

12. 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 PCS who has not availed this Scheme and has failed to comply with the provisions of the UDIN Guidelines.

13. 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.

14. Who can make an application under this Amnesty Scheme?

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

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

Yes, the PCS needs to specify reasons at the time of making modification under the Amnesty Scheme.

16. Will the 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.

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

Yes, 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.

18. Is it 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.

19. Can the Name and/or CIN of the Client be altered for the UDIN?

Yes, the same can be altered.

20. Whether I will be able to avail the Amnesty Scheme if any disciplinary proceeding by Directorate of Discipline of the ICSI is pending against me?

In such cases, the PCS 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 Directorate of Discipline of the ICSI.