FAQS
ON
UNIQUE
DOCUMENT IDENTIFICATION
NUMBER (UDIN)

THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

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1. **What is Unique Document Identification Number (UDIN)?**

   It is a 17 digit alphanumeric number used to verify the authenticity of documents attested / certified by a Company Secretary in Practice.

2. **What is the purpose of UDIN?**

   The UDIN Guidelines have been issued by the Institute of Company Secretaries of India ("ICSI") in order to-
   - Enable the stakeholders to verify the authenticity of various documents certified by Company Secretaries in Practice;
   - Prevent counterfeiting of various attestations / certifications;
   - Provide ease of maintaining the Register of Attestation /Certification services rendered by practicing members;
   - Ensure compliance of the Guidelines issued by the Institute w.r.t ceilings on the number of the various certification / attestation services that may be rendered by the practitioners;
   - Auto-prefill details of Certification / Attestation services rendered by practicing members in of the form for renewal of Certificate of Practice.

3. **What is the significance of 17 digits in UDIN?**

   The structure of the UDIN Number is like
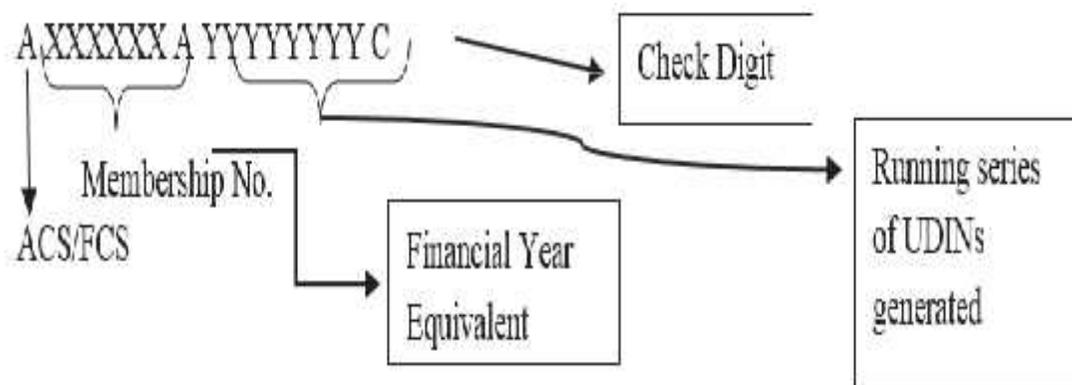
   Where –

   A/F refers to ACS of FCS status of Member

   XXXXXX istheMembershipNumberoftheprofessional

   A is the Financial Year (A equivalent to 2019-20, B equivalentto2020-21,Cequivalent to2021-22,...)

   YYYYYYYY is the unique number **C** is the Check digit

   1+6+1+8+1=17 digits

4. **Is there any fee for generation of UDIN?**

No. There is no fee for generation of UDIN. Any member of ICSI holding a valid CoP may generate any number of UDINs by logging into the system.

5. **How is UDIN Secure?**

The UDIN can be generated only at the UDIN Portal maintained by ICSI by a member holding a valid CoP after logging in using his credentials. The UDIN is shared only through electronic means on the email id registered with the Institute.

6. **When to generate UDIN?**

UDIN shall be generated at the time of signing of Certificate / Report / Form / Other Documents or can be generated seven days in advance of the date of such signing as above. Illustration: A Certificate is signed on September 25, 2019. In such case, ideally the UDIN should be generated on September 25, 2019 but in exceptional cases, the UDIN may be generated 7 days in advance, i.e., any time during September 18, 2019 to September 25, 2019. Thereby, providing a window of advance seven days for UDIN generation.

7. **What are the requirements to generate UDIN?**

The Practicing Company Secretary shall go to the designated website (https://stimulate.icsi.edu/udin), and create a login id and password by entering the Membership Number, CoP No., Phone No., Email Id., AADHAR and Income Tax PAN.

   ➢ The login id would be verified through a computer application.

   ➢ The UDIN shall be a system generated random alphanumeric number.

   ➢ No document is required to be uploaded.

8. **When UDIN has been made mandatory?**

Quoting UDIN on the certifications, w.r.t the professional services has been made mandatory w.e.f 1st October, 2019.

9. **What all services are covered for mandatory generation of UDIN?**

Presently UDIN shall be generated for the following services rendered by PCS:

   (i) Certification of Annual Return in Form MGT-8 under Section 92(2) of the Companies Act, 2013 and Rule 11(2) of the Companies (Management and Administration) Rules, 2014.

   (ii) Issuance of Secretarial Audit Report in terms of Section 204 of the Companies Act, 2013.

   (iii) Issuance of Secretarial Audit Report to material unlisted subsidiaries of listed entities (whose equity shares are listed) Regulation 24A of SEBI (LODR) Regulations, 2015.

(iv) Issuance of Annual Secretarial Compliance Report to Listed entities (whose equity shares are listed) under SEBI Circular No. CIR/CFD/ CMD1/27/2019 dated 8th February, 2019.

(v) Certification under SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 that none of the directors on the board of the company have been debarred or disqualified from being appointed or continuing as directors of companies by the Board/Ministry of Corporate Affairs or any such statutory authority under Schedule V, Part C, Clause (10)(i).

(vi) Certification under Regulation 40(9) of SEBI (LODR) Regulations, 2015 certifying that all certificates have been issued within thirty days of the date of lodgement for transfer, sub- division, consolidation, renewal, exchange or endorsement of calls/allotment monies.

(vii) Conduct of Internal Audit of Operations of the Depository Participants registered with NSDL and CDSL under the Bye Laws issued by NSDL and CDSL.

(viii) Certification under Regulation 76 of SEBI (Depositories and Participants) Regulations, 2018 for Reconciliation of Share Capital Audit.

(ix) Acting as Compliance Auditor under third party certification/ Audit Scheme (Amendment), 2016 in the State of Haryana.

(x) Diligence reporting for Banks in case of multiple banking/consortium lending arrangements in terms of the circular issued by RBI.

(xi) Conduct of Internal Audit of the stock brokers/ sub brokers under SEBI Circular no. MIRSD/DPSIII/ Cir-26/ 08 dated 22nd August 2008 and MRD/ DMS/Cir-29/2008 dated, 21st October 2008.

(xii) Issuance of Certificate in case of the Indian company accepting the investment from a foreign investor, thereby confirming compliance of Companies Act, 2013 and other matters (As per Para 9 (1) (B) (i) of Schedule 1 to Notification No. FEMA 20/2000-RB dated 3rd May 2000).

(xiii) Compliance Certificate regarding compliance of conditions of Corporate Governance as prescribed under the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

(xiv) Signing of Annual Return in Form MGT-7 through digital signature certificates (DSC) under Section 92(1) of the Companies Act, 2013 and Rule 11(1) of the Companies (Management and Administration) Rules, 2014.

Provided further that the PCS may generate the UDIN for any other form including any e-Form(s) or document(s) or Certificate(s) which are not listed above and not mandatory as per these guidelines on voluntary basis.

10. Who can verify UDIN and how?

The Authorities / Regulators / Banks / Others can verify the UDIN indicated on certificate through the UDIN Web Portal *https://stimulate.icsi.edu/udin/Home/UDINVerification* by providing few details like Verifier Name, Verifier Mobile No, Verifier Email and UDIN Number to be generated. However they are not required to register themselves on the UDIN Portal.

After selecting verify button, following screen will be displayed.

11. In case of FIRM, LLP etc. can a partner generate UDIN for another partner.

No, UDIN is required to be generated by the partner who is certifying the document.

12. UDIN will be generated for online documents or offline documents?

UDIN will be generated for all the professional services referred to in Clause 3 of the ICSI Unique Document Identification Number (UDIN) Guidelines, 2019 and as mentioned in Clause 9 above.

13. What is the registration process in UDIN Portal?

The practicing company secretary shall go to the designated website *https://stimulate.icsi.edu/udin/Home/MembershipRegistation* and create a login id and password by entering the Membership Number, COP No., Phone No, Email Id and Income Tax PAN.
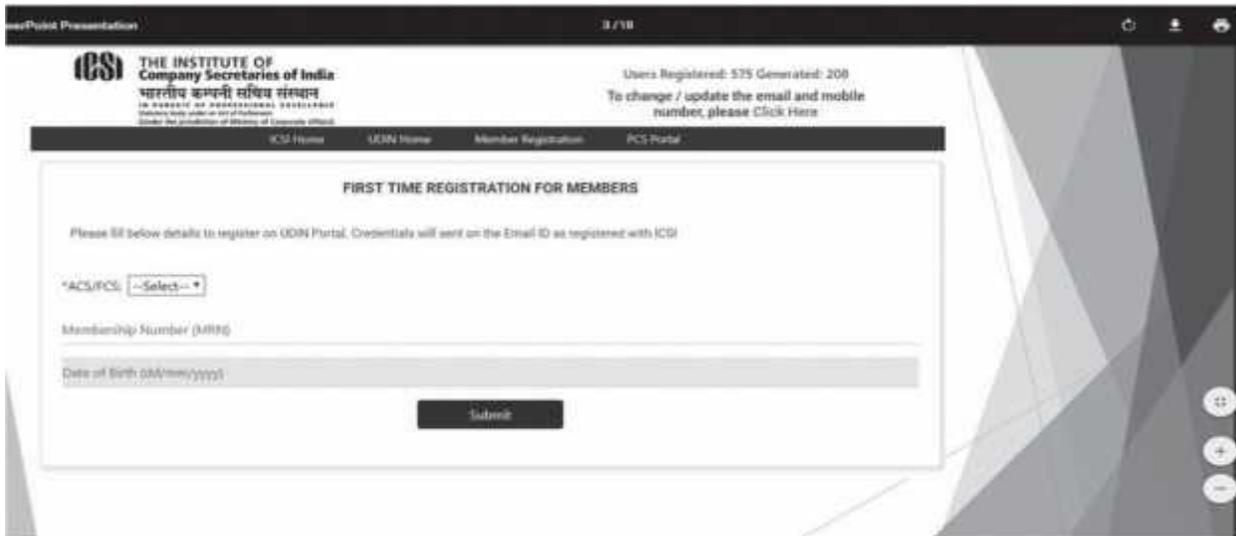
Please provide details such as Membership Type, Membership Number and Date of Birth

 The registration details will be verified through ICSI server and system will request to create password.

localhost:64149 says

Your Membership No is Validated with ICSI, Please Click OK! to create your Password.

tered: 87696 Generated: 87696

/ update the email and mobile ber, please Click Here

OK

FIRST TIME REGISTRATION FOR MEMBERS

Please fill below details to register on UDIN Portal. Credentials will sent on the Email ID as registered with ICSI

ACS/FCS: F

123

25/12/1937

Then system will ask member to create password which should be alphanumeric and should have minimum length of 6 Characters and should not create special characters. (e.g. abc1234)

localhost:64149 says

Your Password is Successfully Created, Please login

nerated: 44

ail and mobile :k Here

OK

ICSI Home

Create Password

Create Password

The password contains alphanumeric and should have max length & it does not allow special characters.

Confirm Password

Submit

14. How to generate new password if member forgets the Password?

Member needs to click the Forgot Password link and put his membership number and date of birth, new password will be sent to his e-mail id registered with ICSI.

15. How to generate UDIN Number?

Member should login into the system using UDIN credentials.

- Click on the "Generate UDIN" tab.
- Mention the Company/Firm/Individual details.
- Select the Document Type.
- Mention the FY in "Financial year to which the Report/Certificate pertains" tab.
- Select the document type for which UDIN has to be created.

UDIN will be generated and ready for use.

16. Is it mandatory to mention UDIN?

Yes, it is mandatory to mention UDIN in the Certificate, report and documents along with the Certificate of Practice number.

17. How to know the details of all UDINs generated by PCS for a particular Financial Year?

Only the PCS himself can view the list of UDIN generated by him through the 'Search UDIN' & 'Download List" option.

List of UDIN generated by the member will be displayed on the screen.

18. How to revoke UDIN?

Login in to system using your UDIN credentials. Search the particular UDIN using search facility and then click on the 'Revoke UDIN' button to revoke.

19. **I am unable to login using the password I use for the ICSI website. What should I do?**

The password for the ICSI login and UDIN login are different as both are independent to each other. Same password would not work and Practicing Company Secretary is required to create a new password for UDIN portal. Create a new user name & password for the UDIN portal at the weblink: - *https://stimulate.icsi.edu/udin/Home/MembershipRegistation* .

20. **While registering in UDIN, system is showing an error i.e. "Invalid Membership Number / DOB". What should I do?**

Please make sure that you have prefixed A/F before the Membership number and you have mentioned the date of birth as mentioned in the records of the ICSI. However, in case, the problem persists, one can write an email mentioning the correct details to *udin@icsi.edu* and request for creation of new login and password.

21. **I am in process of issuing certificate which is part of monthly ECB2 return (External Commercial Borrowing) under FEMA. As per list given vide para 3 of the UDIN Guidelines 2019, the above certificate is not appearing in the list of XIV certificates to be issued with UDIN. What should I do?**

It is not mandatory under Para 3 of the Guidelines to generate UDIN for ECB2 return (External Commercial Borrowing) under FEMA. However, as per the first Proviso to Para 3 of the Guidelines a PCS may generate the UDIN for any other form including any e-Form(s) or document(s) or Certificate(s) which are not listed above and not mandatory as per these guidelines on voluntary basis.

22. **I've registered on the UDIN portal but didn't receive the login id and password. Whom do I approach?**

Write an email mentioning the correct details to *udin@icsi.edu*

23. **Whether UDIN is required for Articleship completion certificate as provided by practicing company secretary / trainer after completing trainee articleship?**

It is not mandatory under Para 3 of the Guidelines to generate UDIN for articleship completion documents.

24. **Is there any possibility to generate UDIN for back date?**

No, UDIN cannot be generated at the back date.

As per the guidelines, UDIN shall be generated at the time of signing of Certificate / Report / Form / Other Documents or seven days in advance to the date of such signing as above.

There is no possibility to generate the back dated certificate as system will only allow you to select the current date or any prospective date within next 7 days.

25. **I am a Practising Company Secretary and also Registered Valuer under category Securities or Financial Assets. I have registered as a Valuer with Indian Institute of Valuers (IIV - RVO). If I am issuing valuation report under capacity as a Registered Valuer, do I need to generate UDIN under ICSI.**

The UDIN is not required to be generated in this case. However, as per the first Proviso to Para 3 of the Guidelines a PCS may generate the UDIN for any other form including any e-Form(s) or document(s) or Certificate(s) which are not listed above and not mandatory as per these guidelines on voluntary basis.

26. **I've generated an UDIN but did not receive the same through email. What do I do?**

The details of UDIN are shared on the email id registered with the Institute in the Member's Directory. In case the same is not received on email due to any technical issues, the same can also be tracked from the Register of 'UDIN generated' or 'Download List', which is available after login.

27. **Whom do I approach for generation of UDINs for the certificates to be issued by me?**

The UDIN is to be generated by the members themselves by logging in to the UDIN portal.

28. **Do members in employment as Company Secretary also need to generate UDIN for the documents certified by them?**

No, only members holding a valid CoP need to generate UDIN in respect of the documents certified by them.

29. **Can trainees of a firm of PCS generate UDIN?**

No, only members holding a valid CoP need to generate UDIN in respect of the documents certified by them.

30. How to change the Password?

Click on the Forgot Password tab and regenerate the password.

31. What documents are to be uploaded while generating UDIN?

No documents are to be uploaded while generating UDIN.

32. Do members need to change the password after first login?

No, but if the member wants to change the password, then he/she can do the same through "Forgot Password" option.

33. How can I update my mobile number/email in UDIN?

Update the details in the membership directory, the same will be automatically updated in the UDIN Portal.

34. How will the member get notified about verification of UDIN by a third party?

There is no such provision in the portal as of now.

35. Is UDIN required to be generated for certified true copies of the certificates issued earlier also?

It is not required.

36. Whether UDIN is applicable for manually signed documents only or for digitally signed certificates as well?

UDIN is mandatory on all documents as mentioned in para 3 of the Guidelines and as mentioned in Clause 9 above.

37. Is UDIN to be generated for original certificates only or for duplicate certificates as well?

Essentially the certificate remains the same, so the same UDIN would be applicable in case of duplicate copy of the certificate as well.

38. Whether one UDIN can be used for multiple certificates issued to a client in a particular day?

No, Separate UDIN is to be generated for each certificate.

39. Whether UDIN can be edited? If yes, how?

No. UDIN cannot be edited. UDIN once generated but not utilized may be surrendered/cancelled by the PCS within 7 days of such generation or the effective date of UDIN, whichever is later.

40. **I was unable to cancel/surrender the unutilized UFIN within seven days of generating the same due to technical issues with the UDIN portal / intermittent internet connectivity. What do I do?**

In accordance with Para 5(ix) of the Guidelines, UDIN once generated but not utilized may be surrendered/ cancelled by the PCS within 7 days of such generation or the effective date of UDIN, whichever is later.

41. **Whether UDIN once surrendered / cancelled be generated again in old signature date?**

No

42. **Is there any limit on the maximum number of UDINs that may be generated by a practitioner?**

It is advisable that the PCS should generate UDINs within the ceiling limits issued by the Council. For further details, please click on the link below:-

https://www.icsi.edu/media/webmodules/GuidelinesforIssuingComplianceCertificate.pdf

43. **If I have surrendered CoP for some time and re- entered into practice, do I need to re-register on the UDIN portal?**

Yes

44. **I registered on the UDIN portal with my ACS number, do I need to register again after becoming FCS?**

No.

45. **Whether UDIN is to be generated in case of intimation to previous incumbent before accepting any professional assignment?**

No

46. **Is UDIN required to be generated in case of a Peer Review Report issued by me?**

No

47. **Is UDIN required to be generated in case of a Quality Review Report issued by me?**

No

48. **What are the consequences of not generating UDIN for the documents mentioned in Clause 3 of the UDIN Guidelines?**

Any non-compliance with these Guidelines shall render the PCS liable for action under the Company Secretaries Act, 1980 read with First Schedule and Second Schedule to the Company Secretaries Act, 1980.

49. What do I do, if I inadvertently mention the wrong UDIN along with CoP while signing the document?

The UDIN can be surrendered/cancelled within seven days of generation and the new document with correct UDIN may be issued.

50. Where can I find a copy of the latest amended UDIN Guidelines?

Visit the weblink: *https://stimulate.icsi.edu/udin/PDF/UdinGuidelines.pdf*

51. What is the meaning of "effective date" as given in the Guidelines?

Effective date is the date as mentioned by the user in the column "Date of signing', at the time of generation of UDIN.

52. Until when the UDIN generated for e-form MGT-7 be cancelled /surrendered by PCS?

According to second proviso to Para 3 of the Guidelines UDIN generated for Form MGT - 7 shall remain valid for further period of seven days from the effective date of UDIN and the same can be digitally signed by the PCS during those seven days.

In accordance with Para 5(ix) of the Guidelines UDIN once generated but not utilized may be surrendered/ cancelled by the PCS within 7 days of such generation or the effective date of UDIN, whichever is later.

Illustration 1- UDIN generated on 1st Aug, 2021 for MGT-7, let's say to be signed on 1st Aug, 2021. In case of un-utilized UDIN, the same may be surrendered/ cancelled by the PCS till 7th August, 2021.

Illustration 2- UDIN generated on 1st Aug, 2021 for MGT-7, let's say this to be signed on 5th Aug, 2021. In case of un-utilized UDIN, the same may be surrendered/ cancelled by the PCS till 12th August, 2021.

Illustration 3- UDIN generated on 1st Aug, 2021 for MGT-7, let's say to be signed on 7th Aug, 2021. In case of un-utilized UDIN, the same may be surrendered/ cancelled by the PCS till 14th August, 2021.

Illustration 4- UDIN generated on 1st Aug, 2021 for MGT-7, with an intention to sign on 6th August, 2021. UDIN so generated was placed on the form and sent to the Company for signatures of the Directors, but due to variable reasons the signed form is reverted, say on 8th Aug, 2021. In such a case, further period of seven (7) days from effective date is allowed, hence, the UDIN so generated shall be valid for additional seven days i.e. till 13th Aug, 2021. In case of un-utilized UDIN, the same may be surrendered/ cancelled by the PCS till 13th August, 2021.

53. **How the UDIN will be generated for Form MGT-7 in case of One Person Company / Small Company?**

In case of One Person Company / Small Company, Form MGT-7A needs to be file instead of Form MGT-7 and it's not mandatory to generate the UDIN for MGT-7A, as no certification from PCS is required on Form 7A.

54. **Is any person other than Company Secretary in Practice allowed to register at UDIN portal?**

No, only Company Secretaries who are in full-time Practice and hold Certificate of Practice (CoP) can register on UDIN portal to generate UDIN.

55. **Is it advisable to change the password after first login?**

The password generated by the system is encrypted to ensure the appropriate safety. However, interested members may change the password at any time through "Change Password" button.

56. **Whether fresh registration is required for every financial year?**

There is no need for fresh registration under UDIN Portal for every financial year.

57. **A member has signed 24 e-form MGT-7s during the FY 2020-21 for which he hasn't generated any UDIN, what is the procedure to generate at a later date?**

There is no procedure to generate UDIN for back date.

In accordance with Para 5(viii) of the Guidelines UDIN is to be generated on the same day a document/ certificate/ opinion is signed or seven days in advance to the date of such signing.

However, the Institute to facilitate members time and again launches UDIN Amnesty Scheme, which serves as a onetime opportunity to the members to revoke, modify and generate (if missed earlier) the UDINs.

58. **UDIN generated on 1st Aug, 2021 for Secretarial Audit Report (Report), let's say date of signing is 7th Aug, 2021. Within how much time can the UDIN so generated be cancelled/ surrendered?**

In accordance with Para 5(ix) of the Guidelines the UDIN once generated but not utilized may be surrendered/ cancelled by the PCS within 7 daysof such generation or the effective date of UDIN, whichever is later.

Hence the UDIN in present case can be surrendered/ cancelled by the PCS till 14th August, 2021.