

## **The ICSI UDIN Amnesty Scheme, 2025**

1. The ICSI Unique Document Identification Number (UDIN) Guidelines, 2019 (hereinafter referred to as ‘the UDIN Guidelines’) were made effective by the Council of the Institute of Company Secretaries of India (hereinafter referred to as ‘the Council’) from 1<sup>st</sup> October, 2019. These Guidelines have been amended from time to time and the latest amended UDIN Guidelines is available at the UDIN portal (<https://stimulate.icsi.edu/udin/>) of the Institute.
2. As per Clause 5(viii) of the UDIN Guidelines, every Company Secretary in Practice shall generate UDIN at the time of signing of Certificate/Report/Form/Other Documents or seven days in advance to the date of such signing as above. This is the affirmation of the UDIN mechanism introduced by the Institute.
3. Clause 3(b) of the UDIN Guidelines provides the list of professional services in respect of which generation of UDIN is mandatory. The Institute has received queries from members on account of failure to generate the UDIN at the time of signing of Certificate/Report/Form/Other Documents or for inadvertently mentioning some wrong particulars due to typographical errors or otherwise. Similarly, few members failed to revoke the UDIN generated within 7 days of such generation or the effective date of UDIN, whichever is later as per Clause 5(ix) of the UDIN Guidelines and have raised query for the same.
4. In accordance with Clause 8 of the UDIN Guidelines, any non-compliance with the UDIN Guidelines makes the defaulting Company Secretary in Practice liable for action under the Company Secretaries Act, 1980 read with First Schedule and Second Schedule to the Company Secretaries Act, 1980.
5. As per proviso to Clause 5(x) of the UDIN Guidelines, the PCS Committee of the Institute is authorised to 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 Company Secretary in Practice shall not be liable for consequences of violation as mentioned in Clause 8 of the UDIN Guidelines.
6. Accordingly, the Practising Company Secretaries Committee of the Council of the Institute in its 111<sup>th</sup> meeting held on 28<sup>th</sup> February, 2025, considered and approved the launching of the ICSI UDIN Amnesty Scheme, 2025 wherein a Company Secretary in Practice may:
  - i. Generate the UDINs missed earlier,
  - ii. Rectify the UDIN details recorded at the time of generation,
  - iii. Revoke the UDINs not used.
7. In case(s) where the UDIN has not been generated earlier, it will be mandatory to generate the UDIN before filing the request under this Scheme.

8. The online request window will open on 1<sup>st</sup> April, 2025 and shall remain active upto 15<sup>th</sup> April, 2025.
9. All UDINs generated from 19<sup>th</sup> April, 2024 upto the closure of the Scheme i.e. 15<sup>th</sup> April, 2025 shall be eligible to avail benefit under the Amnesty Scheme.
10. It is a Scheme which has been introduced considering the various reasons and does not in any way create a precedent for future.
11. A Company Secretary in Practice may revoke or modify a particular UDIN only once. Only active UDIN is eligible for rectification under the ICSI UDIN Amnesty Scheme, 2025. UDIN once revoked shall not be reactivated. Upon successfully submitting request, an auto confirmation email shall be sent to the Company Secretary in Practice for record and future communication.
12. The modified details will henceforth be shown in the master data/Register of UDINs available at the UDIN portal.
13. The Company Secretary in Practice applying under 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. However, the immunity under this Scheme shall not be granted to members against whom any disciplinary proceeding for non-adherence to the UDIN Guidelines is pending at any stage before the Directorate of Discipline of the ICSI.
14. No fees shall be charged for availing the Amnesty Scheme. The process of application is completely online and in straight through process mode at the UDIN portal (<https://stimulate.icsi.edu/udin/>).
15. The details uploaded by the Company Secretary in Practice under this Amnesty Scheme shall remain confidential and not be construed as “information” under the Right to Information Act, 2005.