

The ICSI UDIN Amnesty Scheme, 2026
“Never Before, Never After Scheme”

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 1st 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 terms of 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 Practicing Company Secretaries Committee of the Institute in its 118th meeting held on 13th February, 2026 and Council of the Institute in its 327th meeting held on 17th – 18th March, 2026 considered and approved the launching of ICSI UDIN Amnesty Scheme, 2026 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. All the UDINs generated, revoked and rectification of records of UDIN shall be in compliance of Clause 5.4 (ii) of the ICSI (Management & Development of Company Secretaries in Practice) Guidelines, 2023 as well as provisions of the ICSI (UDIN) Guidelines, 2019 respectively.
8. The online request window will open on 1st April, 2026 and shall remain active up to 20th April, 2026 (Extended Date).
9. All UDINs pertaining to the period starting from 1st October, 2019 (effective date of these Guidelines) up to the closure of the Scheme i.e. 20th April, 2026 shall be eligible to avail benefit under the Amnesty Scheme as prescribed herein:
 - (i) **Through Microsoft Form:** UDINs for the period 01st October, 2019 till 31st March, 2025 shall be generated / revoked / modified through the Microsoft form available at Link <https://forms.cloud.microsoft/r/T0cButh6K7>. Such request may be processed within 30 days of submission of form by the Company Secretary in Practice.
 - (ii) **Through UDIN Portal:** UDINs for the period 1st April, 2025 till 20th April, 2026 shall be generated / revoked / modified through the UDIN portal account of the Company Secretary in Practice.
10. 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, 2026. UDIN once revoked shall not be reactivated. Upon successfully submitting request at the UDIN portal, an auto confirmation email shall be sent to the Company Secretary in Practice for record and future communication. However, the Company Secretaries in Practice submitting the request through Microsoft Form are advised to save a copy of the completed form for future reference.
11. The modified details will henceforth be shown in the master data/Register of UDINs available at the UDIN portal.
12. The Institute is in the process of Business Process Reengineering and therefore this Never Before, Never After Scheme has been introduced considering various reasons and does not in any way create a precedent for future.
13. The Company Secretary in Practice applying under the ICSI UDIN Amnesty Scheme, 2026 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/>). Requests submitted through the Microsoft Form shall be processed in Non-STP mode.

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.