



# 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)

3<sup>rd</sup> October, 2019

Dear Professional Colleague

**Subject : ICSI UDIN and eCSIN Guidelines mandatory w.e.f. 1st October, 2019**

The role of the Company Secretaries as governance enablers in the Indian corporate scenario has been well acknowledged, both by the corporates and the Regulators. Company Secretaries, both in employment and in practice have distinct roles to play as far as the governance framework of the Indian corporate arena is concerned.

The ICSI, too, has been upfront about bringing about good governance and strengthening the existing framework. In an attempt to imbibe and to reinstate our commitment towards our vision and mission and to bring about a culture of transparency and accountability amongst our members, the Institute has brought forth the **ICSI UDIN and eCSIN Guidelines**.

**UDIN:** The **Unique Document Identification Number** as governed by the **UDIN Guidelines** shall verify the authenticity of various documents signed or certified by Company Secretaries in Practice. As per the UDIN Guidelines, a unique number for the identification of documents attested by Company Secretaries in Practice shall be generated at the time of signing the Certificate/ Report which shall mandatorily be mentioned in the Certificate / Report along with the CoP number. The UDIN guidelines are available on the ICSI website at: <https://udin.icsi.edu/PDF/UdinGuidelines.pdf>.

Queries regarding UDIN may be sent to [udin@icsi.edu](mailto:udin@icsi.edu)

**eCSin:** The **Employee Company Secretary Identification Number** as governed by the **eCSIN Guidelines** shall enable the Institute to identify the appointments and cessations of Company Secretaries. eCSin is a system-generated unique number for identification of the Company Secretaries employed in a particular company which shall be generated by the Company Secretary at the time of employment as a Company Secretary (KMP or otherwise), as well as at the time of demitting office in any manner. The eCSIN guidelines are made available on the ICSI website at: <https://ecsin.icsi.edu/PDF/eCSIN-Guidlines.pdf>.

Queries regarding eCSin may be sent to [ecsin@icsi.edu](mailto:ecsin@icsi.edu)

Both the Guidelines have been made mandatory by the Council of ICSI **w.e.f. 1st October, 2019** and we are confident that the same shall undeniably provide the benefit of verification of the authenticity of both documents and the professionals to the Regulatory Bodies and other stakeholders as well.

All the members are advised to ensure adherence to the above guidelines in true letter and spirit. They are further advised to avoid non-compliance of these Guidelines failure of which, the ICSI shall be constrained to initiate action under the Company Secretaries Act, 1980 read with First Schedule and Second Schedule to the Company Secretaries Act, 1980.

Regards,

(CS Ashok Kumar Dixit)

Officiating Secretary

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