



24th August, 2023

ADVISORY FOR COMPLIANCE OF GUIDELINES

Dear Professional Colleague,

With an intent to strengthen the effectiveness of the services rendered by a Company Secretary in Practice and protect the interest of the stakeholders Company Secretaries in Practice are advised to:

A. Generation of UDIN

Generate UDIN in terms of ICSI Unique Document Identification Number (UDIN) Guidelines, 2019. The Guidelines clearly state that the UDIN is to be generated either at the time of signing of Report/Return/Certificate/Other document or seven days in advance to the date of such signing and the same is required to be quoted on the Report/Return/Certificate/Other document. The detailed Guidelines may be referred at <https://stimulate.icsi.edu/udin>

B. Intimation to Previous Incumbent

Comply with the requirement pursuant to Clause (8) of Part I of the First Schedule to the Company Secretaries Act, 1980. The Council of the Institute has specified certain exclusively recognised assignments for which Company Secretary in Practice is required to communicate in writing to the previous incumbent before accepting such assignment. For the details you may visit <https://stimulate.icsi.edu/udin/PDF/TestingofStagingserveUDINlink.pdf>

C. Peer Review

Obtain Peer Review of the Practice Unit in terms of Guidelines for Peer Review of Attestation and Audit Services. In accordance with the various Regulations issued by the Regulators and decision of the Council of the Institute, various services/assignments have been mandated to be undertaken by a Peer Reviewed Practice Unit. The list of mandatory Certification and Audit Services to be undertaken by Peer Reviewed Practice Unit is available at https://www.icsi.edu/media/webmodules/PRB/Mandatory_Peer_Review.jpg

D. Auditing Standards

Adhere to the Auditing Standards issued by the Institute for all the Audit Engagements accepted by the Company Secretary in Practice. The details are available at <https://www.icsi.edu/auditing-standard/>

The above serves towards enhancing quality of services rendered, credibility of practising professional and inculcate the culture of rule of law which shall lead to greater self and societal interest.

This advisory is issued in order to encourage the fellow Company Secretaries in Practice to abide by the Guidelines issued by the Council of the Institute so as to avoid violation in terms of the PART II of The Second Schedule of the Companies Secretaries Act, 1980. Any non-compliance to the above-mentioned guidelines would be viewed seriously.

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President, ICSI