



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)

26th August, 2020

MCA: August

Shri Rajesh Verma, IAS
Secretary
Ministry of Corporate Affairs
Government of India
Dr. Rajendra Prasad Road,
Shastri Bhawan,
New Delhi – 110 001

प्राप्ति एवं प्रेषक, अनुभाग/R & I Section
भारत सरकार/Govt. of India
कार्पोरेट कार्य मंत्रालय
Ministry of Corporate Affairs
डॉ. सं./Dy. No.
दिनांक/Date... 404 26/8/2020

Subject: ICSI UDIN and eCSIN Guidelines - Reg.

Respected Sir,

Kindly refer to ICSI letter dated 19th December, 2019 and 3rd July, 2019 on the aforementioned subject, copy enclosed. In the said letter, we had briefed about the new initiative of ICSI i.e. ICSI UDIN and eCSIN Guidelines.

We once again wish to bring to your kind notice the brief features of ICSI UDIN and eCSIN Guidelines and our submissions in this regard.

ABOUT 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 every document attested by practicing company secretaries shall be generated at the time of signing the Certificate/ Report and which shall mandatorily to be mentioned in the Certificate/ Report by printing along with the CoP number not only prevent counterfeiting of various attestations/ certifications but also ensure compliance w.r.t ceilings on the number of the various certification/ attestation services which has been fixed to ascertain maintenance of quality in such services.

ABOUT eCSIN: The **Employee Company Secretary Identification Number Guidelines or the eCSIN Guidelines** shall regulate the appointments and cessations of Company Secretaries. e-CSIN 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 or otherwise, as well as at the time of demitting office in any manner. These Guidelines for monitoring mandatory appointment of Company Secretaries shall bring about greater transparency by creating a platform to identify the Company Secretaries employed in a particular company.

Both the Guidelines have been made mandatory by the Council of ICSI w.e.f. 1st October, 2019 to ensure the authenticity of documents and professionals to the Regulatory Bodies and other stakeholders as well.

Vision

"To be a global leader in promoting good corporate governance"

Motto

सत्यं वद। धर्मं चर।
इष्टकारे फेद तनपते। बेवेदे हेतु फेद केव।

Mission

"To develop high calibre professionals facilitating good corporate governance"

Connect with ICSI

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ICSI Submissions

With regard to the abovementioned guidelines, we would like to make the following suggestions for their effective compliance:

- 1) As regards UDIN, it is suggested that appropriate amendments may be made in all the e-forms requiring certification from Practicing Company Secretaries so as to require providing UDIN which is a unique number generated by the professional at the time of certification itself.
- 2) In case of eCSIN, it is submitted that appropriate amendments may be made in the e-form DIR-12 to require quoting the eCSIN generated at the time of appointment/resignation by the Company Secretary for whom the form is being filed.

We shall be pleased to provide any further information on hearing from MCA.

Thanking you,

Yours faithfully,

(CS Asish Mohan)
Secretary

Encl: as above