

MANDATORY UNIQUE DOCUMENT IDENTIFICATION NUMBER (UDIN)

Background:

The Division Bench of Hon'ble Kolkata High Court had passed an order on 21st June, 2018 in the matter of ITAT 22/2015 in respect of *Binod Kumar Agarwal vs Commissioner of Income Tax* wherein ICAI was directed to initiate appropriate action against the concerned Chartered Accountants firm. The Hon'ble High Court while passing the orders observed that the firm had prepared Balance Sheet of the assessee i.e. Shri Binod Kumar Agarwala by projecting a rosy picture as to the credit worthiness of the assessee for the purpose of availing credit facilities from the Bank.

The ICAI, on the basis of the orders of Hon'ble High Court, issued a show cause notice to the Firm calling upon its explanation in this regard. However, the said Firm of Chartered Accountants have vehemently denied stating that their Firm had not prepared those documents and their signatures and stamp has been forged. The firm had also submitted of having filed a FIR with Khargpur Police and a sworn affidavit affirming their non-association in this matter.

Unique Document Identification Number (UDIN) – ICAI Announcement dt. 10 July 2018

It has been observed that at many instances financial statements and documents are being certified/ attested by third persons in lieu of our CA members. These statements mislead various authorities/ other stake holders who rely upon them.

To address above, an innovative concept of Unique Document Identification Number (UDIN) has been conceptualized and developed by Professional Development Committee of ICAI which was also being demanded by various regulators. UDIN is a unique number, which will be generated for every document certified/ attested by Practising Chartered Accountants and registered with the UDIN portal. The portal is available at <https://udin.icai.org/> Accordingly, the Council at its 374th meeting decided to implement UDIN, therefore it has been made recommendatory with effect from 01st July, 2018, and later on it would be made mandatory.

The portal offers the facility to various Regulators/ Banks/Authorities/ Other Stakeholders to check the authenticity of the documents certified by Practising Chartered Accountants who have registered on the said portal. It would help them in tracing of forged/ wrong documents prepared by any third person in the name of Chartered Accountant, as a person other than Chartered Accountant will not be able to upload the documents on this portal.

Unique Document Identification Number (UDIN) – ICAI Announcement dt. 26 Sept. 2018

It has been noticed that financial documents/ certificates attested by third person misrepresenting themselves as CA Members are misleading the Authorities and stakeholder. ICAI is also receiving number of complaints of forged signatures. To curb the malpractices, the Professional Development Committee of ICAI has implemented an innovative concept of UDIN, i.e. Unique Document Identification Number, to secure the certificates/documents attested/ certified by practicing Chartered Accountants which will be made mandatory with effect from 1st January, 2019 (Now extended to 1st February, 2019).

Full time Practicing CAs can register them by visiting at <https://udin.icaai.org/> and generate UDIN by registering the certificates/ documents attested/ certified by them.

Mandatory Usage of UDIN by Chartered Accountants w.e.f. 1st January, 2019 (now extended to 1st February, 2019) to prevent forgery: ICAI Press Release dt. 10 Oct. 2018

ICAI has issued Advisory for Practicing Chartered Accountants(CAs) to register all certified/attested documents at UDIN Portal(<https://udin.icaai.org>) and to generate respective Unique Document Identification Number (UDIN) for reference by stakeholders who wish to check authenticity thereof. Initially the advisory is recommendatory in nature (i.e. w.e.f. 1st July 2018), however from 1st January, 2019 this advisory is mandatory in nature. Now date extended to 1st February 2019.

To generate UDIN, Members are required to provide only 3-5 key fields of the certificate/ document which is being attested and there is no need to upload it.

Through UDIN and the key fields as mentioned by CAs, the Regulators/ Banks/ Third parties will be able to check the authenticity of the documents/ reports/ certificate. Further, this portal would help in tracing forged/ wrong documents prepared by any third person misrepresenting himself as a Chartered Accountant, as any person other than Chartered Accountant will not be able to upload the documents.

ANNOUNCEMENT BY ICAI

UDIN – A way to authenticate document (27-12-2018)

As you are aware that to secure the certificates/documents attested/certified by practicing Chartered Accountants and for tracing forged/wrong documents prepared by any third person misrepresenting himself as a Chartered Accountant, ICAI had implemented an innovative concept of UDIN i.e. Unique Document Identification Number.

We wish to inform that for this prestigious project of UDIN, ICAI has engaged Tata Consultancy Services (TCS) who is also automating and will maintain the life cycle of CA Members and Students making them largely online on a digital platform.

To enable TCS do the huge data migration and data audit which will require around 30 days before the UDIN Platform becomes mandatory, Central Council of ICAI has decided to mandate UDIN w.e.f. 1st February 2019 in a phased manner as against the earlier announced date of 1st January 2019. :

Professional Development Committee

MEMBERS ARE ADVISED TO REGISTER THE DOCUMENTS CERTIFIED BY THEM & GET THESE SECURED.

UDIN :Unique Documents Identification Number (UDIN) is a 15 digit unique number which will be required to be generated for each and every document type being certified or attested by Practicing Chartered Accountant. Registration will be required to be done for the same at UDIN portal from July 1, 2018.

BENEFITS OF UDIN

It is being taken out to address concern regarding authenticity of documents /certificates that are issued by any other person other than a Chartered Accountant.It will provide a Unique identification to Certified DocumentsTracing of forged documents will be easierThis initiative will facilitate Government and Third Parties in obtaining authenticdocumentsIt will secure documents certified by CA(s)Accountability and transparency in certification can be ensuredWill work as a check medium for documents certified by persons not CA's but actingas such.

SOME QUESTIONS / ANSWERS ON UDIN IN BRIEF

Question- 1 What is a Unique Document Identification Number?

Answer: Unique Document Identification Number is a unique number i.e generated by systemfor each document certified or attested by a Chartered Accountant who is registered withUDIN portal of ICAI (www.udin.icai.org).

Question- 2 What is the Structure of UDIN?

Answer:It will be a combination of 15 digit number comprising of first 6 digits being membership number allotted byInstitute of Chartered Accountants of India, next 6 digits being date when certificate isissued and last 3 digits being document serial number automatically generated bysystem.

Question- 3 Who can generate UDIN?

Answer:Any Practicing Chartered Accountant can generate a UDIN for certificate or documentattested by him/her in individual capacity or as a partner.

Question- 4 What is the status of UDIN facility?

Answer:This facility is recommendatory at present. ICAI has made it mandatory w.e.f. 1st February, 2019.

Question- 5 Which is the site to check if the certificate number indicated is valid?

Answer:The Certificate Number can be checked on this web link:
<https://udin.icai.org?mode=searchudin>

Question- 6 Any limit on number of UDIN which can be generated by a CA?

Answer:There isNo limit on the number of UDINs to be generated by practicing CA.

Question- 7 What is the methodology for obtaining Registration on UDIN Portal?

Answer:For Registration we should take the following steps are to be taken:

Step 1 : Visit homepage at – <https://udin.icai.org>

Step 2 : Click the icon – For first time sign up, Click here

Step 3 : Enter the six-digit Membership Number with the Institute of Chartered Accountants ofIndia, Date of Birth and Date of Enrolment, and lastly click on “Send OTP”. An OTP will besent to you at the mobile and email, as registered with ICAI.

Step 4 : Enter the OTP received and click on “Continue”. A system generated password andusername will be sent on the registered mobile and email with ICAI.

Question- 8 How to Sign In to your UDIN Account?

Answer:Go to the link – <https://udin.icai.org/?mode=login> and Enter your MembershipNumber and Password. Click “Login”.

Question- 9 Password change post login is safe or not?

Answer:The password generated is encrypted to ensure safety. Members can change the password any time. "Change Password" is the icon in menu i.e used to change the password.

Question- 10 How to generate a Unique Document Identification Number?

Answer:Login to UDIN Account. Click on "Generate UDIN". Enter details like Client ReferenceCode/Number, Document Issued, Document Description, Date of Document, Keywords or Values (Minimum Three in number) in the document and click on the button "Send OTP". Firm Registration Number is Optional to be entered. An OTP shall be sent to mobile and email, i.e registered with ICAI. Enter the OTP received and click on the button "Preview".

Details you enter for generating the UDIN can be seen. Any change in content can be made by clicking "Back" button or click "Submit" if final. A UDIN will be generated and CA can use that UDIN on the document for which it has been generated. UDIN that is generated will be displayed as a watermark on document(s) else the UDIN can be mentioned on the document(s) using ink. "List UDIN" menu is to be used to print UDIN.

Question- 11 Can one look at the various certificate numbers generated?

Answer:Yes, one can see and search the various certificates number generated using the search option.

Question- 12 Is modification possible in case incorrect information has been submitted?

Answer:No change is possible in the data already registered by a Chartered Accountant in the online system. Therefore, members are requested to thoroughly check the details in preview options before submission of their application.

Information filled in can be edited/modified any number of times before the submission. But once it is submitted, it can not be edited.

Question- 13 Can a Certificate number once generated be revoked or get cancelled?

Answer:The UDIN once generated can be withdrawn or cancelled with narration as explanation for such act. Hence if any user shall search for a cancelled/withdrawn UDIN, appropriate narration given by Member along with date of revocation shall be displayed for reference.

Question- 14 Is there any validity of a UDIN for viewing by a third party or public?

Answer:As of Now, there is no time limit.

Question- 15 Is UDIN compulsorily required to be registered for search?

Answer:Yes, UDIN shall be available for search by end user only after registration.

Question- 16 What if on registration on UDIN Portal, the information does not get accepted or password does not get sent?

Answer:If the credentials do not match with the database as maintained by the regional offices of ICAI, there may be a mismatch.

In such case you may reach PDC Department of ICAI by calling them on +91 11 30110444 or by writing to udin@icai.in for all issues relating to data regarding enrolment date, DOB, email IDs, Mobile number corrections, etc. Please get in touch with the respective regional offices.

Question- 17 Is online generation of UDIN mandatory? Can UDIN be generated offline and beentered in back date?

Answer:It is mandatory that numbers be generated in online mode only, it can not be back date.

Question- 18 Can UDIN be generated for a category of the area of certificate?

Answer:Yes,UDIN can be generated in specific area(s) of certificate issuance like GST, Banking,Companies Act, Income-tax Act, Finance, Capital Market, Public Finance and GovernmentAccounting etc.

Question- 19 What are the key values and are they necessary?

Answer:While registering the certificate for generation of UDIN, the member has to compulsorily provide Key values (minimum three and maximum five), which are found in the document or certificate generated. Key values can be any financial figure extracted from the attested statement or certificate such as Turnover, Net profit, Utilization amount, Import amount, Export amount, Duty refund, Refund, Net worth, Revenue, Input tax credit, Loan amount, Total Assets, Net owned funds, Profitability, Capital To Risk Asset Ratio (CRAR), Statutory Liquidity Ratio, Gross fixed assets, Net loss, Misc. expenditure, Total capital investment, Sanction amount, Other (please specify any key words), etc.

LOG OUT

It is advisable to logout, when you wish to leave this application. Though there is a provision of automatic logout, if there is no activity for five minutes.

===== T H A N K S =====

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