

Frequently-Asked Questions (FAQs)

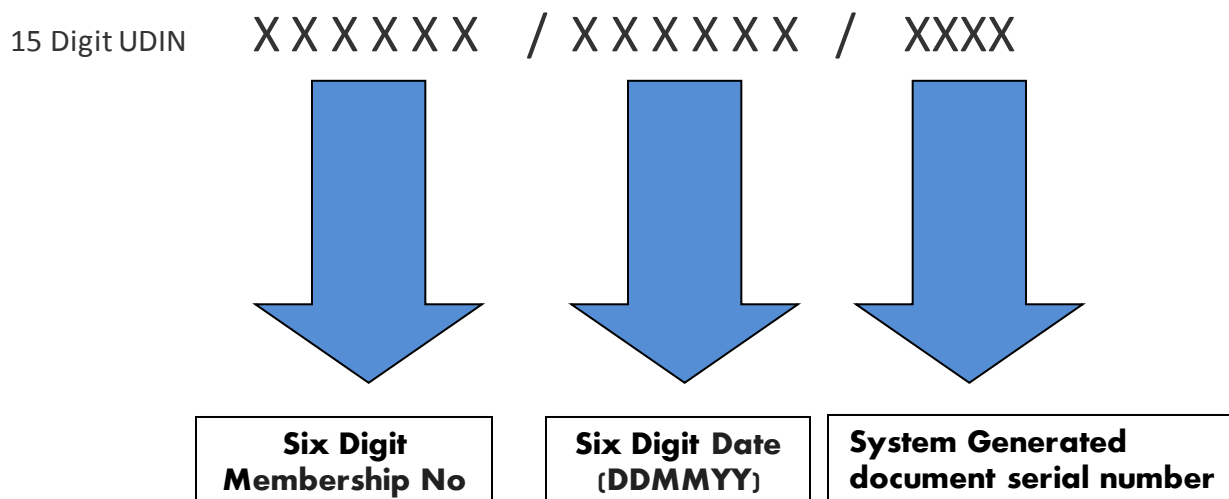
1. What is Unique Document Identification Number (UDIN)?

Unique Document Identification Number (UDIN) is a unique number, which will be generated by the system for every document certified/ attested by a Chartered Accountant and registered with the UDIN portal available at <https://udin.icaai.org/>.

2. What is the Algorithm of UDIN?

Algorithm of UDIN comprises of the following:

1. The Membership Number of the Member attesting the document/ certificate.
2. The Date (dd/mm/yy) when certificate is issued.
3. The Document Serial Number allotted automatically by system.



3. Why UDIN?

It has been noticed that financial statements and documents were being certified/ attested by third persons, in lieu of Chartered Accountants. As these statements are being relied upon by the authorities as true statements and certificates, UDIN can be generated by a practicing CA by registering his/her documents/ certificates on UDIN Portal for verification.

4. Who can generate UDIN?

A practising Chartered Accountant can generate a UDIN for certificate/ document attested by him either in individual capacity or as a partner.

5. Whether UDIN is mandatory for the CA members of ICAI for each certification done?

At present, this facility is recommendatory. But ICAI is mulling to make the same compulsory in near future, so as to curb the menace of fake or forged documents.

6. What is the link to crosscheck whether the certificate number so indicated is valid?

The Certificate Number can be cross checked at <https://udin.icai.org?mode=searchudin>

7. How many UDINs can be generated by a CA? Is there any limit?

There is no restriction on the number of UDINs to be generated by a CA.

8. How to create an account on the UDIN portal?

To register at UDIN portal, please take the following steps:

Step 1: Enter the homepage <https://udin.icai.org>

Step 2: Click button “For first time sign up, click here”

The screenshot shows the homepage of the Institute of Chartered Accountants of India (ICAI) for the Unique Document Identification Number (UDIN) portal. The header includes the ICAI logo and the text "THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (Setup by an Act of Parliament) A Professional Development Committee Initiative". Below the header, there is a navigation menu with links: HOME, HOW IT WORKS?, SIGNUP HERE, SEARCH UDIN, HELP, FAQs, and ICAI HOME. The main content area features a "How It Works?" section with four steps: SIGN UP, LOGIN, GENERATE UDIN, and PRINT UDIN. A "Search UDIN" section is also present, with a search bar and a "SEARCH" button. To the right, there is a "Member Login" section with fields for Username (Six-digits Membership No.) and Password, and a "LOGIN" button. Below the login section, there is a link for "Forgot Password | First time Sign Up? Click Here". At the bottom, there is a small disclaimer: "As reserved to the ICAI No part of the contents available in any ICAI publication may be reproduced, stored in a retrieval system, or transmitted, in any form, or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior permission in writing from the Institute."

Step 3: Enter your six-digit Membership No., Date of Birth and Date of Enrollment, and click the “Send OTP”.

The screenshot shows the "New Credentials" form. The title is "New Credentials". Below the title, there is a message: "Please input your details below to generate UDIN credentials. These credentials will be sent you through email and sms that is registered with ICAI". The form has three input fields: "Six Digits Membership Number (MRN):", "Date of Birth:", and "Date of Enrollment:". Below the input fields, there is a "Send OTP" button.

An OTP will be sent to you at the mobile and email, as registered with the ICAI.

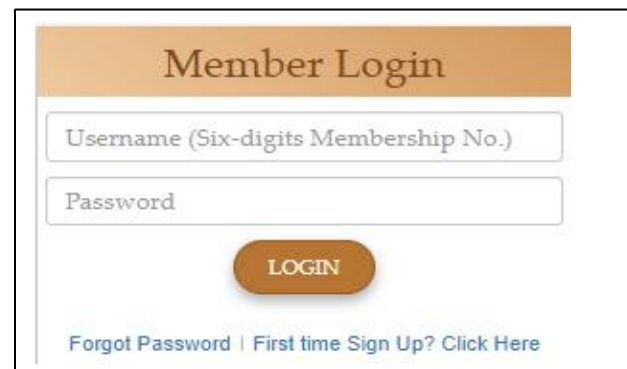
The screenshot shows the "New Credentials" form with the input fields filled in. The title is "New Credentials". Below the title, there is a message: "Please input your details below to generate UDIN credentials. These credentials will be sent you through email and sms that is registered with ICAI". The form has four input fields: "Six Digits Membership Number (MRN):" with the value "XXXXXX", "Date of Birth:" with the value "DD/MM/YYYY", "Date of Enrollment:" with the value "DD/MM/YYYY", and "Enter OTP:" with a red border. Below the input fields, there is a message: "We have sent OTP to your mobile no. XXXXXXX260 and email address vishal.*****@icai.in in our records." Below this message, there is a "Resend OTP" button and a "Continue" button.

Step 4: Enter OTP received and click “Continue”, you will receive username and system generated password at the mobile and email, as registered with the ICAI.



9. How to Sign in?

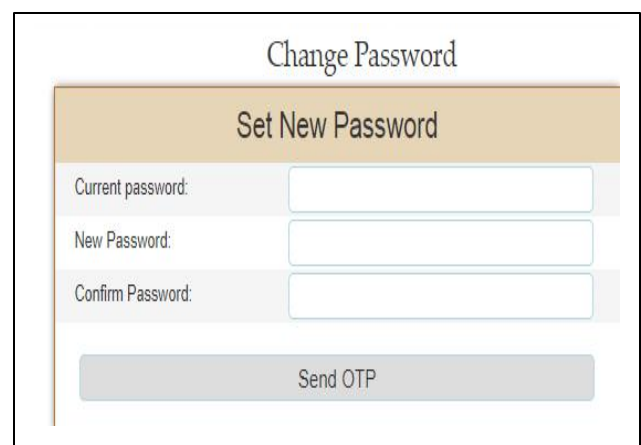
Go to the link <https://udin.icai.org/?mode=login> and Enter your Membership No, Password and click “Login”



10. Should the password be changed after login for safety?

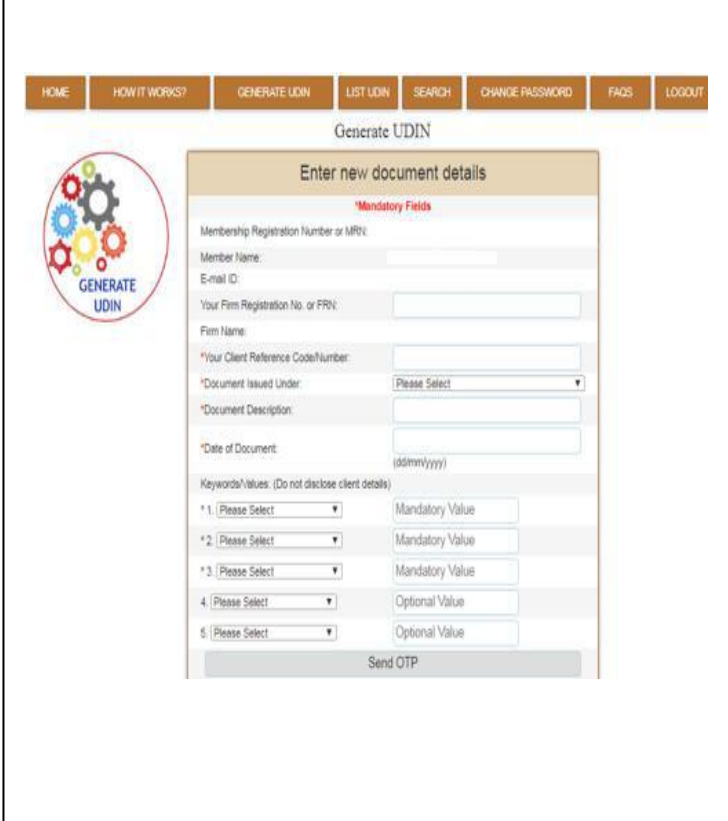
The password generated is encrypted to ensure its appropriate safety. However, Members may change the password at any time. “Change Password” menu can be used to change the password.

- ✓ Sign in.
- ✓ Under "Sign-in", select “Change Password” menu.
- ✓ Enter your current Password.
- ✓ Enter your new password, then click send OTP. You will receive an OTP on your mobile and email, as registered with the ICAI.



15. How to generate a Unique Document Identification Number (UDIN)?

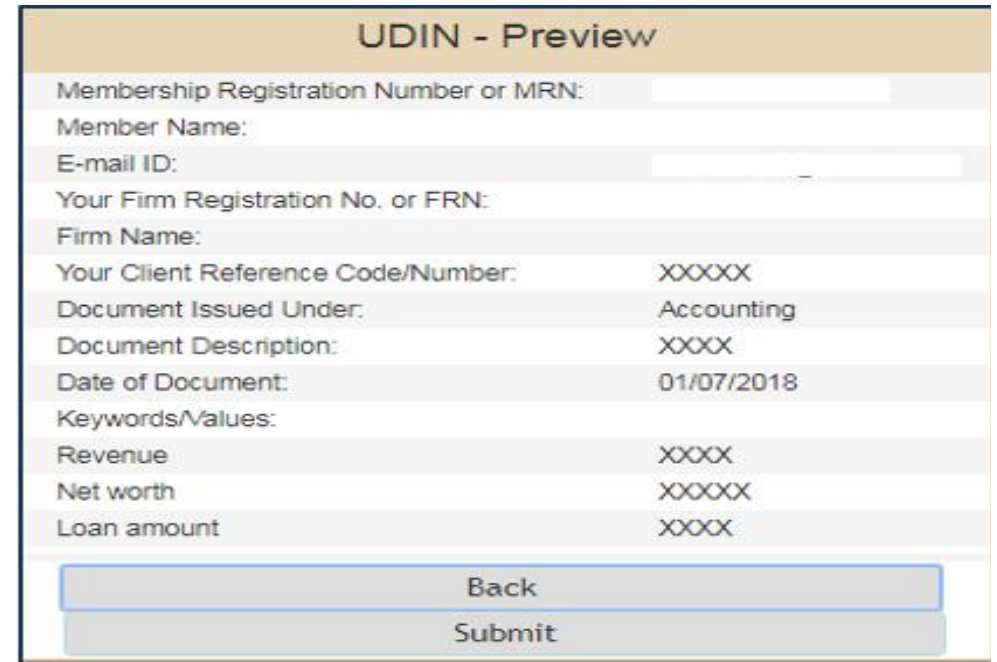
- ✓ After login, click “Generate UDIN”
- ✓ Enter details such as, your Client Reference Code/Number, Document Issued, Document Description, Date of Document, Keywords/Values (minimum three) with in the document and click the button “Send OTP”. Firm Registration Number (FRN) is Optional.
- ✓ An OTP will be sent to you at the mobile and email, as registered with the ICAI.
- ✓ Enter OTP received and click the button “Preview”. You will see the details you have entered for generating the UDIN.
- ✓ If there is any change in the content, you should click the button “Back” or else click the button “Submit”
- ✓ A UDIN will be generated and you can use that UDIN on the document for which it has been generated



The screenshot shows the 'Generate UDIN' web interface. At the top, there is a navigation bar with links: HOME, HOW IT WORKS?, GENERATE UDIN, LIST UDIN, SEARCH, CHANGE PASSWORD, FAQS, and LOGOUT. Below the navigation bar is a circular logo with the text 'GENERATE UDIN'. The main content area is titled 'Generate UDIN' and 'Enter new document details'. It contains a form with the following fields:

- Membership Registration Number or MRN: (text input)
- Member Name: (text input)
- E-mail ID: (text input)
- Your Firm Registration No. or FRN: (text input)
- Firm Name: (text input)
- *Your Client Reference Code/Number: (text input)
- *Document Issued Under: (dropdown menu with 'Please Select' selected)
- *Document Description: (text input)
- *Date of Document: (text input with format (dd/mm/yyyy))
- Keywords/Values: (Do not disclose client details)
- * 1. Please Select (dropdown menu) Mandatory Value
- * 2. Please Select (dropdown menu) Mandatory Value
- * 3. Please Select (dropdown menu) Mandatory Value
- 4. Please Select (dropdown menu) Optional Value
- 6. Please Select (dropdown menu) Optional Value

At the bottom of the form is a 'Send OTP' button.



The screenshot shows the 'UDIN - Preview' web interface. It displays the details of the generated UDIN in a table format:

UDIN - Preview	
Membership Registration Number or MRN:	
Member Name:	
E-mail ID:	
Your Firm Registration No. or FRN:	
Firm Name:	
Your Client Reference Code/Number:	XXXXX
Document Issued Under:	Accounting
Document Description:	XXXX
Date of Document:	01/07/2018
Keywords/Values:	
Revenue	XXXX
Net worth	XXXXX
Loan amount	XXXX

At the bottom of the preview are two buttons: 'Back' and 'Submit'.

Unique Document Identification Number (UDIN)
for Practising Chartered Accountants

UDIN Home Generate UDIN List UDIN Search Change Password Logout

You are logged in as ANIL (090110)
You last logged on: April 23, 2018 4:50PM

Generate UDIN

Your document has been submitted successfully.
Unique Document Identification Number (UDIN) for this document is:
090110/230418/7 **Generated UDIN**

UDIN that have been generated would be displayed as watermarked on document(s) else the UDIN can be mentioned on the document(s) using a pen. "List UDIN" menu can be used to print the UDIN.

16. Can one see the various certificate numbers generated?

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

17. Is any modification possible in case incorrect information such as client reference code/number, Document Issued Under, Document Description, Date of Document, Keywords within the document, etc., has been submitted?

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 option 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 cannot be edited.

18. Can a Certificate number once generated be revoked or cancelled?

The UDIN once generated can be withdrawn or cancelled with narration. Hence if any user search for this UDIN, appropriate narration indicated by Member with the date of revoke will be displayed for reference.

19. What is the validity of a UDIN on the portal for viewing by a third party?

As of now, there is no time limit.

20. Is UDIN mandatorily required to be registered for the search?

Yes, UDIN will be available for search by the end user only after registration.

21. What are the key values and are they necessary?

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.

22. What happens if while registering on UDIN Portal, the information is not accepted or the password is not sent?

Credentials do not match with the database as maintained by the regional offices. Probably, the database maintained does not have the correct email ID or mobile number, or the regional offices may have entered the same wrongly. For example, entering multiple email IDs in one field, providing space before the email IDs, etc.

You may reach the **PDC Department at (011) 3011 0444, 0444** or by writing to udin@icai.org. For all issues relating to the data regarding enrolment dates, DOB, email IDs, phone number corrections, etc., please get in touch with the respective regional offices.

Western Region

ICAI Tower, C-40, G-Block, Bandra Kurla Complex, Bandra (E)
MUMBAI - 400 051
Phone : [+91] (22) 3367 1400 / 1500
 [+91] (22) 3367 1462, 463
E-mail: wro@icai.in; wirc@icai.in; raviarora@icai.in
Website: <http://www.wirc-icai.org>

Northern Region

ICAI Bhawan, 52-53-54, Institutional Area, Vishwas Nagar, Shahdara, Near
Karkardooma Court
DELHI - 110 032
Phone: [+91] (11) 3989 3990, 3021 0600
 [+91] (11) 3021 0636, 629
Email: nro@icai.in; nirc@icai.in; shivam@icai.in
Website: <http://www.nirc-icai.org>

Central Region

ICAI Bhawan, Plot No.9, Block No.A-1, Lakhanpur
Kanpur 208024 (UP)
Phone: [+91] (512) 3092600
 [+91] (512) 3092634, 681
Email: cro@icai.in; circ@icai.in; skgarg@icai.in
Website: <http://www.circ-icai.org>

Eastern Region

ICAI Bhawan, 382/A, Prantik Pally
Rajdanga, (Near Acropolis Mall & Garden High School), Kasba, KOLKATA - 700 107
Phone: [+91] (33) 3084 0210 / 03
 [+91] (33) 3084 0296, 289
Email: ero@icai.in; eirc@icai.in; alokray@icai.in
Website: <http://www.eirc-icai.org>

Southern Region

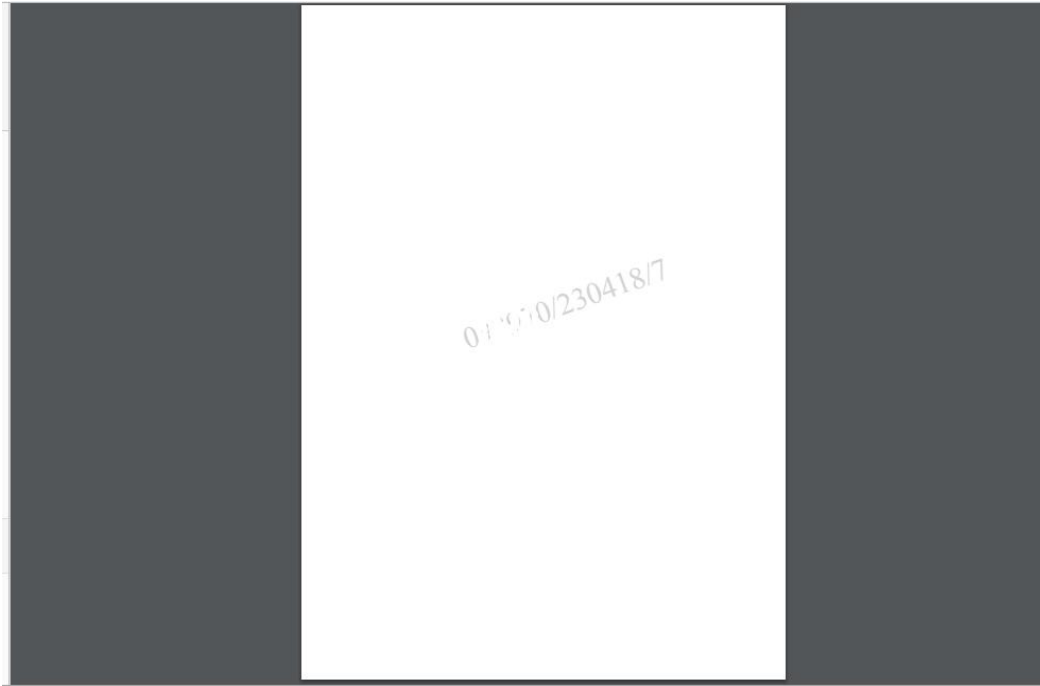
ICAI Bhawan, 122, Mahatma Gandhi Road
Post Box No. 3314, Nungambakkam
CHENNAI - 600 034
Phone: [+91] (44) 3989 3989, 3021 0300
 [+91] (44) 3021 0355, 391
Email: sro@icai.in; sirc@icai.in; giridharan@icai.in
Website: <http://www.sircoficai.org>

23. Is online generation of UID number is mandatory? Or, if the UID number is generated offline, can the same be entered in back date?

Yes, it is mandatory that the numbers to be generated online only.

24. How will the UDIN appear on the documents?

UDIN that have been generated would be displayed as watermarked on document(s) else the UDIN can be mentioned on the document(s) using a pen. "List UDIN" menu can be used to print the UDIN.



25. Can UDIN be generated as per the category of the area of certificate?

Yes, UDIN can be generated in the specific area of certificate, like Goods & Service Tax Act, banks, Companies Act, Income-tax Act, finance and capital market, public finance and government accounting, etc.,

Log Out

Click logout, when you wish to leave this application. Please note, there is a provision of automatic logout, if there is no activity for five minutes.

For any assistance/ clarification, members may call us at **(011) 30110444** or email at udin@icai.in.