Addendum to FAQs on Unique Document Identification Number (UDIN), 5th Edition

Reference is drawn to the announcement dated 10ᵗʰ and 20ᵗʰ December 2025 regarding migration of UDIN Portal to ICAI DigiCA Platform and few Council Decisions. In this regard, revisions in the answers to Q7, Q8, Q10, Q14, Q16, Q22, Q23, Q26, Q27, Q29, Q32, Q43, Q44, Q46 & Q 76 consistent with the referred announcement are as follows-

Q7. **Who can register/login on UDIN Portal?**

Ans. Since the "First Time Registration for Members" has been discontinued, only practicing CAs holding a full-time CoP can login using the same credentials as used for SSP. Members may refer to the related announcements at the UDIN Portal.

However, members who have generated UDINs in the past but do not currently hold a full-time CoP can also log in to the UDIN portal using the same SSP credentials to view the UDINs generated at the "List UDIN" option at the UDIN Portal.

Q8. **Is any person other than CA allowed to register/login at UDIN portal?**

Ans. No, Only CAs who is having full-time Certificate of Practice (CoP) can login on UDIN portal to generate UDIN.

However, members who have generated UDINs in the past but do not currently hold a full-time CoP can also log in to the UDIN portal using the same SSP credentials to view the UDINs generated at the "List UDIN" option at the UDIN Portal.

Q10. **Whether a Firm can register/login on UDIN Portal?**

Ans. No, only members of ICAI having full-time Certificate of Practice and the members who have generated UDINs in the past but do not currently hold a full-time CoP can login to the UDIN portal using the same SSP credentials.

Q14. **How to Register/login on UDIN Portal?**

Ans. Since the "First Time Registration for Members" has been discontinued, only practicing CAs holding a full-time Certificate of Practice (CoP) and the members who have generated UDINs in the past but do not currently hold a full-time CoP can login to the UDIN portal using the same SSP credentials.

To login on UDIN Portal, please follow the below steps:

Click on the "Login" button available at the top-right corner of the page.

- On the login page, enter your Username in the format <MRN>@icai.org (same as entered for SSP login).
- Enter the Password used for SSP login.

- Enter the Captcha displayed on the screen. (If the captcha is unclear, please refresh it.)
- Click on "Send OTP". An OTP will be sent on registered Mobile number and email ID.
- On confirmation of OTP as received, the Dashboard will appear on the screen by default.

Q16. How to generate a Unique Document Identification Number (UDIN)?

Ans. To generate UDIN, a member has to login by entering the SSP credentials and follow the below steps:

- "Generate UDIN" page will be displayed which will contain prefilled details of Name, MRN, Email-id, PAN Number of the member and Pincode.
- Select the FRN of the firm on behalf of which the UDIN is being generated. If the member is not carrying out the assignment on Registration 5 behalf of any firm, member can mention NA/Not Applicable/ Individual Capacity in the place of FRN.
- Please Select "Document type".
- Enter the Type of Certificates/ Particulars of Section / Form under which Report issued / Type of Audit / Under Act / Law / Statute / Regulation etc. depending upon the document type.
- Enter "Date of Signing of Document" i.e. the date of signing/ certifying the document.
- Enter appropriate key fields.
- Then mention the description/ details about the Document in 15 to 250 characters under "Document Description".
- Then Click the button "Send OTP".
- After this an OTP will be received on Registered Mobile and Email of the Member. The received OTP remains valid for 5 minutes and can be entered within 90 seconds.
- Then Enter OTP as received and click on "Verify OTP" Button. If OTP is not entered within time frame, member can click on "Resend OTP" button. Member can try option of resending OTP for maximum 5 attempts.
- After clicking on "Verify OTP" button click "Preview" button. In Preview, details as entered for generating the UDIN will be displayed. If there is any change/error in the content, click "Edit/Back" button, or else, click "Submit".

Thereafter, 18 Digit UDIN will be generated having a QR Code, that UDIN can be used for mentioning on the Document for which it has been generated either by printing the same or by handwritten. If it is being handwritten, it is to be mentioned after Signatures and Membership Number of the Member.

Q22. How to change the Password?

Ans. Since SSP credentials are used to login to the UDIN Portal, please visit the ICAI Self Service Portal (SSP) to change the password.

Q23.   What to do in case I forget the password?

Ans.   A member has to follow the below steps, in case he forgets the password:
- Please Click "Forgot Password".
- A pop-up message will appear on the screen requesting you to kindly visit the ICAI Self Service Portal (SSP) to update/reset your password.
- Click "OK" to proceed to SSP.
- Follow the Forgot Password process on SSP to reset your password.

Q26.   How can Authorities/Regulators/Banks/Others verify UDIN?

Ans.   UDIN can be verified through the "Verify UDIN" option on the UDIN Portal by following the steps below:

- Click on "Verify UDIN".
- A window will open for entering the required details for verification.
- Select the appropriate option from the drop-down list based on the verifier's category (e.g., Authority, Regulator, Bank, Others).
- Enter the details such as Name of the Verifier, Mobile Number, and Email ID.
- Select the Type of UDIN Verification:
    - ➢ **Single Verify –** Only one UDIN can be verified at a time.
    - ➢ **Bulk Verify –** A minimum of 2 and a maximum of 10 UDINs can be verified in a single attempt.
- Enter the UDIN(s) as per the selected option.
- Enter the captcha, tick the declaration, and click on "Send OTP".
- Separate OTPs will be sent to the entered email ID and mobile number.
- Validate both OTPs.
- Once validated, the Authorities/Regulators/Banks/Others will be able to view specific details of the document for which the UDIN has been generated.

Q27.   For verifying UDIN, whether a regulator/third party requires to register on UDIN portal?

Ans.   No, **r**egistration is not required for regulator/third party for verification. For verifying the UDIN**,** regulator/third party has to mention the UDIN number, Mobile no., Email ID and Name of the authorities verifier verifying the UDIN.

Q29.   How will members be informed when third Party verifies UDIN?

Ans.   Whenever a Third Party / Stakeholder regulator/third party verifies UDIN through the UDIN Portal, the concerned member would get an email and SMS alert (providing the name and contact number of the verifier as entered by him at the time of verification) conveying that the Third Party has verified his UDIN.

Q32.   What is required to generate UDIN for Certificates?

Ans.   For generating UDIN, the Document type is to be selected as Certificates. Then choose the appropriate *Type of Certificate* from the drop-down list and mention

the date of signing of document. There are 3 fields for entering the particulars description (up to 50 characters) and the figures/values from the certificate. Out of these, 2 fields are mandatory.

Based on members' suggestions, Dynamic Input Fields based on Certificate Content have been introduced. The following options are now available:

Figures/Values to be entered in:

- **Numeric –** All mandatory and non-mandatory rows accept only numeric figures/values.
- **Alphanumeric –** All mandatory and non-mandatory rows accept alphanumeric figure/values.
- **Numeric and Alphanumeric –** The first two mandatory rows accept only numeric values, and non-mandatory rows accept alphanumeric values.

Q43. Can UDINs be generated for Multiple Certificates in bulk?

Ans. Yes, for Certificates**,** UDINs can be generated in bulk (uptil 300) for various types of Certificates in one go.

It can also be done through uploading of excel file.

Q44. What is the process for generating UDIN in bulk?

Ans. After login, from the Menu bar, click on Bulk UDIN Tab. Minimum 3 and Maximum 300 certificates can be generated using this procedure.
- To upload through excel, the template can be downloaded by using Download Template button. Please note that the .xlsx file can be opened in Excel 2007 and later versions.
- Select Certificate type from drop down list.
- Input dates in the format as per your system/computer (generally it is in mm/dd/yyyy or as 10 Jan 2021). Excel will format dates automatically in required format i.e dd-mm-yyyy. Do not use copy & paste in this cell.
- Fill in all the parameters and values.
- Save the file.
- Click Upload File.
- Select the file just saved now.
- Portal will populate the data on the screen Form. Verify the data so populated.
- If correct, click Send OTP, verify the OTP and click Submit.
- A new functionality allows saving Bulk UDINs in draft. By clicking Save Draft, all UDINs can be saved as drafts.

Alternatively, the option of filling the details of Type of Certificates, Dates and key fields etc. is also available on the screen itself.

Q46. What is the process to generate UDIN for Tax Audits under IT Act, 1961?

Ans. For generating UDIN, the "Document type" is to be selected as "GST & Tax Audit". Relevant Form No. and Section of the Income Tax Act, 1961 is to be chosen under the heading "Particulars of Section / Form under which Report issued" from the drop-down list, which contains an illustrative list.

A mandatory new field has been introduced for entering the PAN of the assessee/auditee, which will be used for validation at the e-filing portal, and will not be visible to the verifier. The members may refer to the related announcements at the UDIN Portal.

Thereafter, the date of signing of the Report is to be mentioned.

Then details of preceding year's of audit is to be filled.

For reports issued under any other section of the Income Tax Act, 1961 which is not appearing in the list, UDIN can be generated by choosing "Other Report under IT Act, 1961" and mention the details under "Document Description."

Thereafter, the key fields "Particulars Description /Figure/Value/" are to be filled for generating UDIN.

Q76. Why my UDIN gets invalidated at the e-filing portal?

Ans. When UDIN is updated at the e-filing portal, the same is validated from the UDIN Portal on five parameters namely MRN, UDIN, AY/FY, Form No. and PAN of the assessee/auditee. In case of mismatch in any of the given parameters, the UDIN will get invalidated.

Also, in case when the UDIN is generated in "Others" category and updated against any Form No. at the e-filing portal, then the UDIN will get invalidated.

New FAQs

The upgraded system will offer an improved interface, enhanced usability, and advanced features in line with various decisions of the Council. In this regard, the relevant FAQs are provided below.

Q1. What is the process of verifying the UDIN in bulk?

Ans. After entering the required details like Name of the Verifier, Mobile Number, and Email ID, select the type of UDIN Verification as **'Bulk Verify'**. A minimum of 2 and a maximum of 10 UDINs can be verified using this procedure. Enter up to 10 UDINs manually or through Excel upload.

- **Manually:** By default, two rows appear on the screen.
  - ➢ Enter UDIN in the field.
  - ➢ Click Add Row to insert a new row.

- **Through Excel Upload:**
  - ➢ To upload through excel, the template can be downloaded by using Download Template button. Please note that the .xlsx file can be opened in Excel 2007 and later versions.
  - ➢ Enter UDINs in the Excel file.
  - ➢ Save the file.
  - ➢ Click on Upload File.
  - ➢ Select the file just saved.
  - ➢ Verify the UDINs so populated.

- Enter the Captcha displayed on the screen and tick on declaration.
- Click on send OTP button.
- Separate OTPs will be sent to the entered email ID and mobile number.
- Validate both OTPs.
- Once validated, the Authorities/Regulators/Banks/Others will be able to view specific details of the document for which the UDIN(s) has/have been generated.

Q2. Is Details of Preceding year's of Audit a compulsory field? What should I write in this field?

Ans. Yes, Details of Preceding Year's Audit is a compulsory field for two categories only—GST & Tax Audit and Audit & Assurance Functions.

The system displays the question: **Is capturing details of the preceding auditor applicable to this audit/form?** Two options are available in the drop-down: *Yes / No.*

- If **Yes:** A new question will appear on the screen: **"Have you audited the financial statements of the auditee for the previous year?"** Three options are available in the drop-down: *Yes / No / First Year of Audit*. The member is to select one option.

> - If **Yes:** The member has to select the UDIN of the previous year from the drop-down. However, the UDIN may also be entered manually.

> - If **No:** The MRN/FRN of the previous year's auditor is to be entered. And additional question will appear on the screen: **"Have you communicated with the previous auditor for your appointment?"** Two options are available: *Yes / No*.
>   - If *Yes,* an additional field will appear for entering the date of communication.
>   - If *No,* no additional field will appear on the screen.

>   The member is further required to answer: **"Is there any outstanding audit fee related to the previous year's audit as per the financial statements audited by you?"** Three options are provided: *Yes / No / Not Known*.

> - **First Year of Audit:** No additional field will appear on the screen.

- If **No:** No additional field will appear on the screen, the member may proceed further.

After completing these fields, the member may proceed further.