

## **FAQs – Bulk UDIN generation under ‘Tax Audit’ and ‘Audit and Assurance Functions’**

**Q1. Can UDINs be generated for multiple forms/documents under ‘Tax Audit’ and ‘Audit & Assurance Functions’ categories?**

**Ans.** Yes, earlier, the Bulk UDIN generation facility was available only under the ‘Certificates’ category. The facility has now been extended to the ‘Tax Audit’ and ‘Audit & Assurance Functions’ categories, enabling members to generate multiple UDINs in a single go.

**Q2. How many UDINs can a member generate through the Bulk UDIN generation functionality under ‘Tax Audit’ and ‘Audit & Assurance Functions’ in one go?**

**Ans.** A member can generate a minimum of 3 and a maximum of 10 UDINs in a single go through the Bulk UDIN Generation functionality.

The facility is available through the User Interface (UI) and does not require uploading an Excel file, unlike the Bulk UDIN Generation facility available under the ‘Certificates’ category.

**Q3. What is the process for generating UDINs in bulk for different forms/documents under ‘Tax Audit’ and ‘Audit & Assurance Functions’ categories?**

**Ans.** After logging in to the UDIN Portal, click on the ‘Bulk UDIN’ tab available in the Menu bar, and follow the following procedure to generate bulk UDIN under ‘Tax Audit’ and ‘Audit & Assurance Functions’ categories:

- Select the FRN.
- Select the appropriate category, i.e., ‘Tax Audit’ or ‘Audit & Assurance Functions’, under which the bulk UDINs are to be generated.
- Click on the ‘Add Row’ button appearing on the right-hand side. The UDIN generation page will open on the screen. As the Bulk UDIN Generation functionality is based on the User Interface (UI), follow the same process as applicable for individual UDIN generation under the respective categories.
- Enter the details by following the same process as applicable for individual UDIN generation under the respective category.
- Click on ‘Save Draft’ to save the details as a draft, or click on ‘Send OTP’ to proceed further.
- Verify the OTP and click on ‘Submit’. The UDINs shall be generated.

**Q4. Can the details of the form(s)/document(s) added for Bulk UDIN generation be modified or removed before submission?**

**Ans.** Yes, the form(s)/document(s) added for bulk UDIN generation are displayed in a list on the User Interface. The member may edit or delete the details of any form/document before final submission.