



# User Manual of UDIN Portal

**Organization: ICAI (Institute of Chartered Accountants of India)**

## Document Release Note

**Project** : The Institute of Chartered Accountants of India (ICAI)  
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**Prepared by** : TCS  
**Reviewed by** : UDIN Secretariat

## Document Revision List

S.No.	Team	Action	Version	Shared on	Revision Description
1	TCS	Prepared	1.0	03.08.2025	First draft
2	UDIN Secretariat	Reviewed	1.1	13.08.2025	Reviewed complete draft
3	UDIN Secretariat	Reviewed	1.2	15.12.2025	Reviewed complete draft

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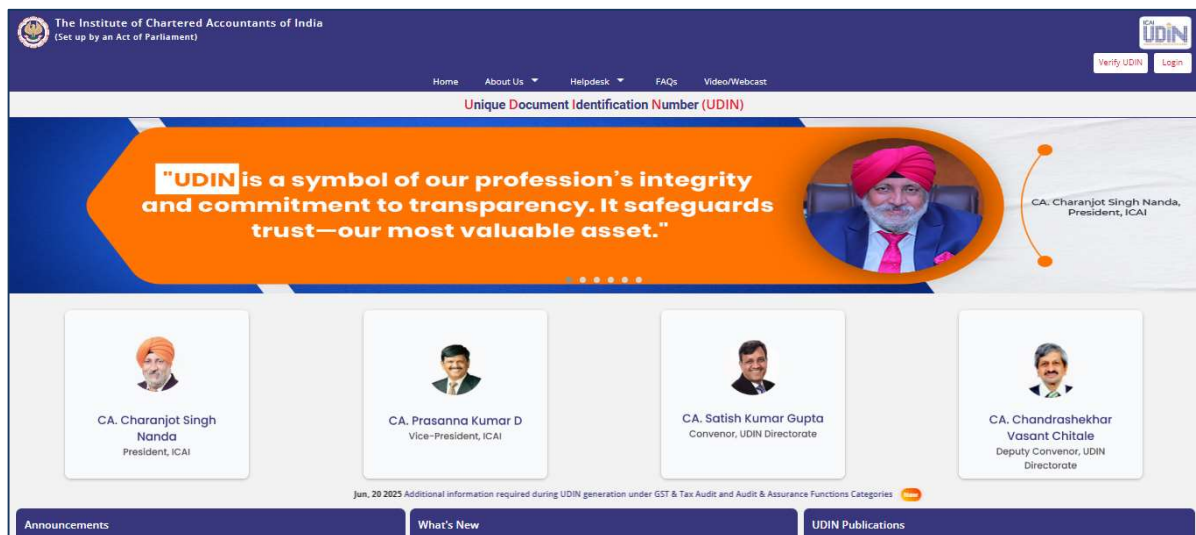
## 1. URL & UDIN Introduction Manual

The URL for accessing the UDIN Portal shall remain unchanged, i.e., <https://udin.icai.org/>

This manual provides a step-by-step guide to each functionality available on the existing (AS-IS) UDIN Portal. It covers processes such as UDIN generation, revocation of UDIN, list UDIN, and verification of UDIN, as well as other essential features of the portal.

### Home Screen Overview

The home screen of the ICAI UDIN portal serves as the central hub for users accessing various resources and features related to the Unique Document Identification Number (UDIN). Users are greeted with an organized interface that highlights essential sections and leadership updates.

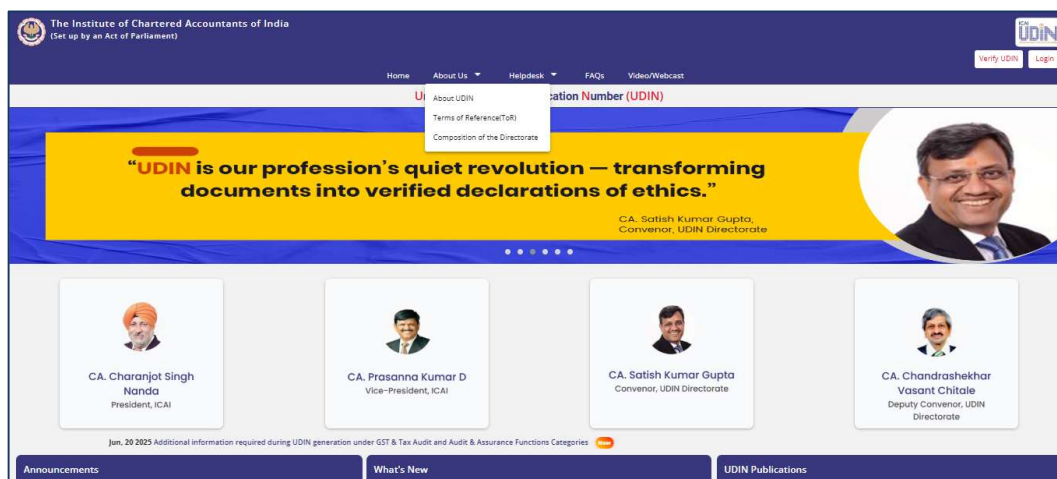


#### Key Elements:

- **Navigation Bar:** Located at the top, offering quick access to:
  - (i) About Us
  - (ii) Helpdesk
  - (iii) FAQs
  - (iv) Video/Webcast
- **Announcements:** Announcements related to the UDIN Portal are displayed here and can be viewed by clicking on a specific announcement.
- **What's New:** Information regarding upcoming webinars, as and when scheduled, is displayed here. Announcements related to other committees, departments, directorates, or boards are uploaded here and can be viewed by clicking on a specific announcement.
- **UDIN Publications:** Latest edition of the UDIN Report and the FAQs on UDIN are available here.

## (i) About Us

The **About Us** tab provides information about the UDIN Directorate and its activities/ToR.



### Available Options:

#### 1. About UDIN

It communicates the story of the origin of the UDIN Directorate and provides links to respective pages such as the login page, FAQs, and the grievance module.

#### 2. Terms of Reference (ToR)


The “ToR” defines the objectives, scope of work, activities, tasks to be performed, and respective responsibilities of the Directorate. It can be viewed by clicking on it.


#### 3. Composition of the Directorate

It Shows the composition of the Directorate for the current year and can be viewed by clicking on it.

## (ii) ✖ Helpdesk

The **Helpdesk** tab is provided to assist in raising grievances and enabling direct communication regarding UDIN-related issues.


The Institute of Chartered Accountants of India  
(Set up by an Act of Parliament)




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**"UDIN is a symbol of our profession's integrity and commitment to transparency. It safeguards trust—our most valuable asset."**




CA. Charanjot Singh Nanda,  
President, ICAI



CA. Prasanna Kumar D  
Vice-President, ICAI



CA. Satish Kumar Gupta  
Convenor, UDIN Directorate



CA. Chandrashekhar  
Vasant Chitale  
Deputy Convenor, UDIN  
Directorate

Jun, 20 2023 Additional information required during UDIN generation under GST & Tax Audit and Audit & Assurance Fu

[Announcements](#)
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[UDIN Publications](#)

## Available Options:

### 1. Grievance

- (i) **Raise Grievance:** Enables users to lodge complaints, report any issues encountered with UDIN, or provide suggestions.
- (ii) **Grievance Status:** Allows users to track the status of previously submitted grievances, offering transparency and follow-up clarity.

### 2. Contact Us

Provides contact details and communication channels to reach the UDIN support team and ICAI Call Sahayata team.

### (iii) FAQs

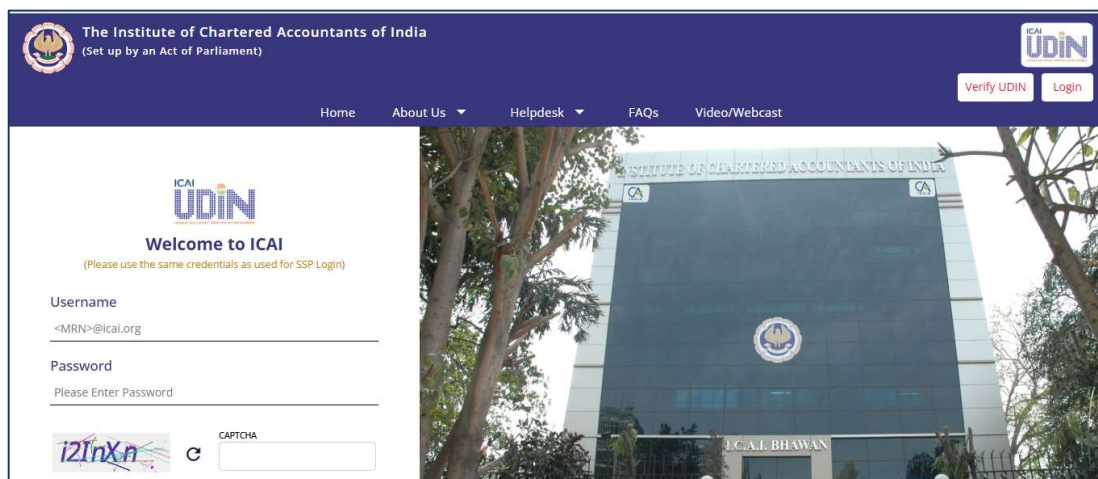
This is a guidance manual for members. If they face any issue or problem, they may refer to the FAQs (Frequently Asked Questions). The 5th Edition of the FAQs is available on the portal at the link <https://produdin.icai.org/assets/images/FAQs%20on%20UDIN.pdf>

### (iv) Video/Webcast

From time to time, the Directorate organizes webinars to sensitize members about issues related to UDIN. Members may view the webinars organized by the UDIN Directorate.

## 2. Member Login & Dashboard

The **First-Time Registration** process has been abolished. SSP credentials will be used for login to the UDIN Portal.



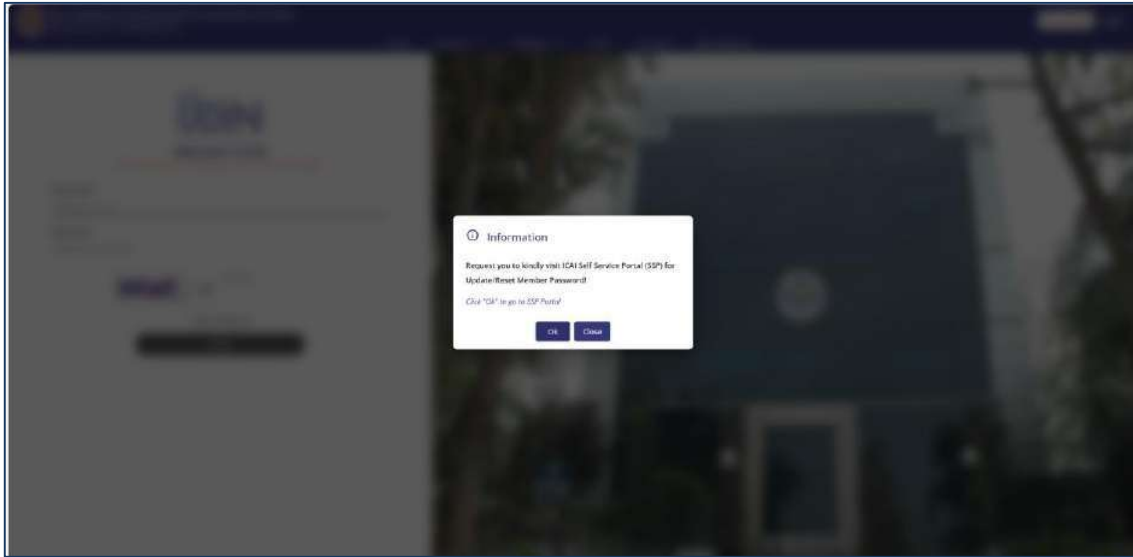
### (i) Member Login:

- Enter the **Username** used at SSP Portal to login: [MRN@icai.org](mailto:MRN@icai.org) (*MRN stands for Member Registration Number*).
- Please enter password used to login at SSP Portal.
- Enter CAPTCHA.



### a) **Forgot Password Procedure**

The member needs to visit the SSP Portal to reset or update the password, as SSP credentials are used to log in to the UDIN Portal.

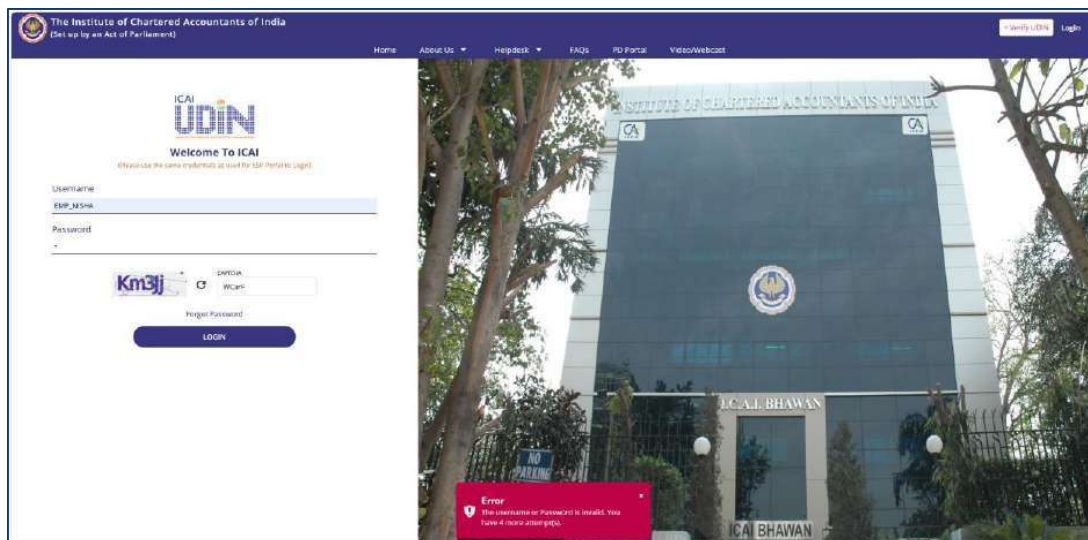


#### Steps to Follow:

1. Click on **Forgot Password** button.
2. A pop-up message will appear stating:  
*"Request you to kindly visit ICAI Self Service Portal (SSP) for Update/Reset Member Password!"*
3. Click **OK** button, which redirect to the SSP Portal to reset the password.

### b) **Invalid Login Attempt**

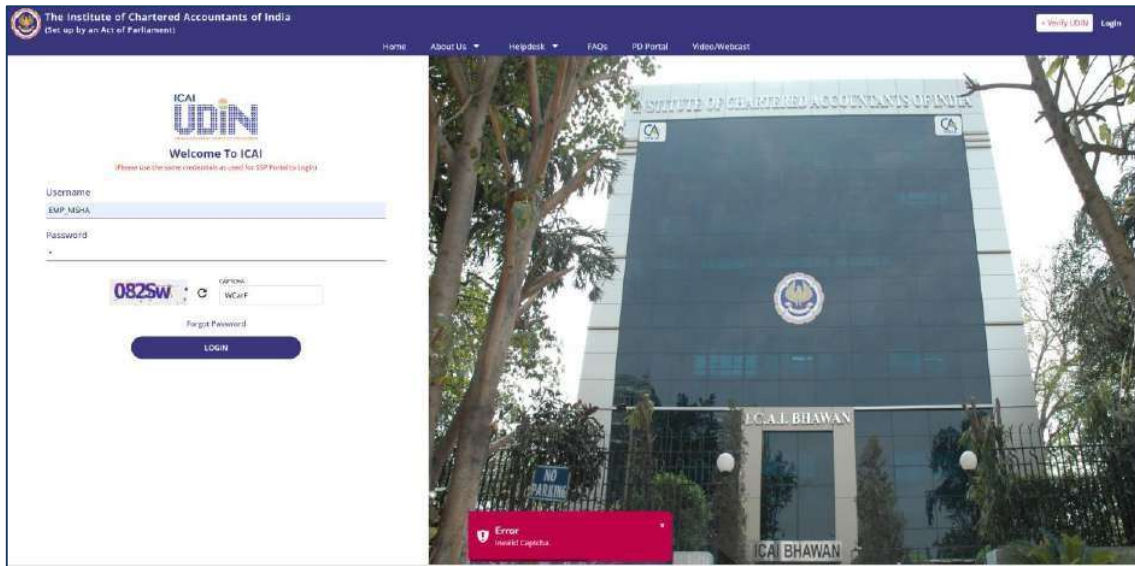
When member enters incorrect credentials while trying to access the UDIN portal, the system promptly issues a warning to safeguard against unauthorized access.





### c) Invalid CAPTCHA Alert

When user enter an incorrect CAPTCHA code during login, the UDIN portal immediately flags the error to prevent unauthorized or automated access.



### (ii) Member Dashboard

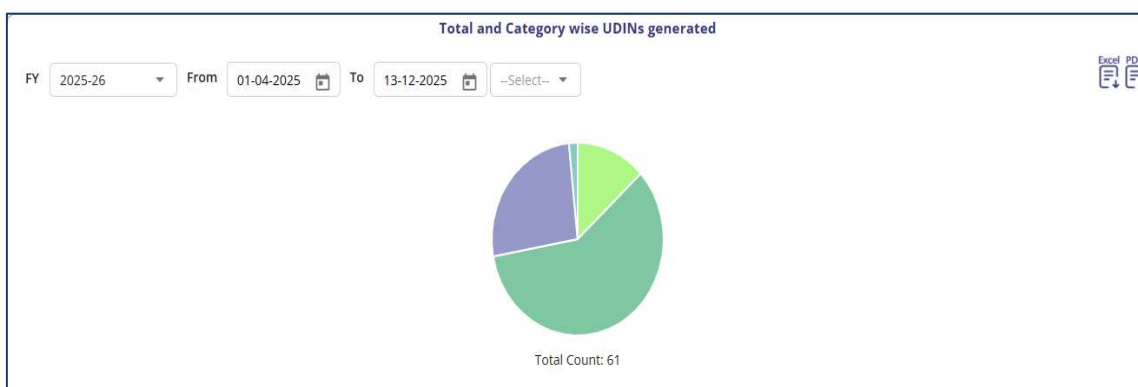
After a successful login, the **Member Dashboard** appears by default, providing visual insights and data summaries related to UDIN.

**a) Bar Graph:** Presents a year-wise summary of UDINs generated by the member for the past five years.

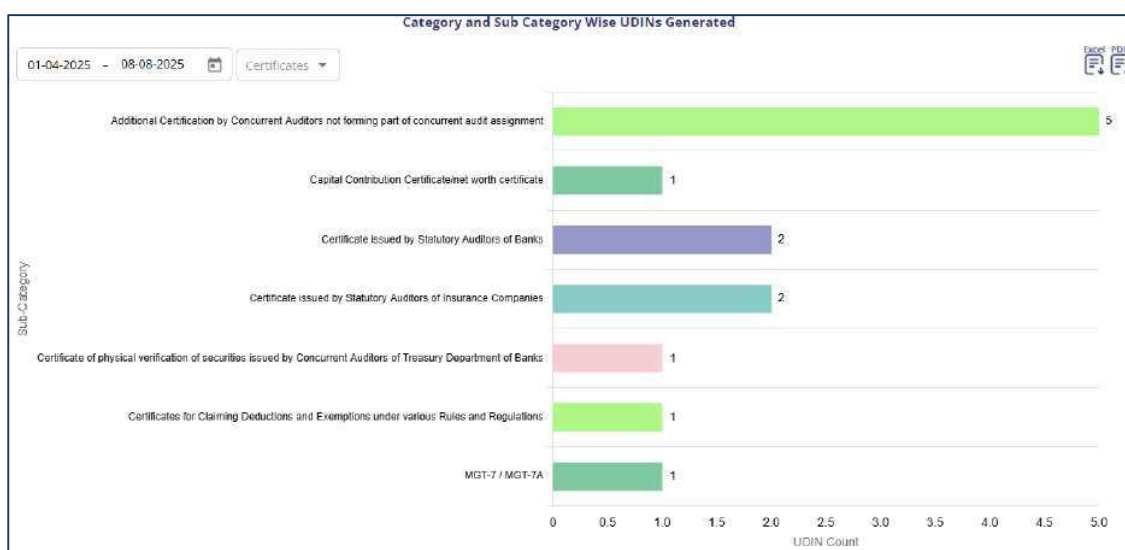


**b) Pie Chart:** Displays the total and category-wise UDINs generated by the member. By default, it shows UDINs generated during the current calendar year. A Custom Calendar option is available to allow the member to filter the details as per their requirement.

Hovering the cursor over the pie chart displays the date-wise UDINs generated, helping the member identify the day with the maximum UDINs generated. From the dropdown menu, members may select the relevant sub-category as required.



**c) Horizontal Bar Chart:** Sub-category-wise UDINs within a specific category can be sorted using the Custom Calendar option.



### 3. Generate UDIN

A member may generate UDINs under three main categories. The details appearing in a horizontal layout are pre-filled, directly fetched from the SSP.

The FRN is to be selected from the drop-down on behalf of which the UDIN is being generated. If the member is not carrying out the assignment on behalf of any firm, member can select NA/Not Applicable/Individual Capacity in the place of FRN from the drop down.

**Generate UDIN**

 Member Name Ayushi S Sharma	Membership Registration Number 001551	E-mail srestha.srivastava@tcs.com	PAN of Member HDOPK9129L	Pincode 605345
--	--	--------------------------------------	-----------------------------	-------------------

Your Firm Registration Number (FRN) \*  
UDIN Generated Under FRN Will Be Shared With The Respective Firm In-Charge.

--Select--

In case members are unable to generate UDIN under FRN Category, they may generate UDIN under 'Not Applicable/Individual Capacity' Category. Therein the members may put FRN details under 'Document Description' field while generating UDIN.

Document Type \*

☐ Certificates ☐ GST And Tax Audit ☐ Audit and Assurance Functions

The step-by-step process for generating a UDIN in each category is described below:

### (i) Certificates


Under **Certificates**, there are 40 categories in which UDINs can be generated. Two fields are mandatory, and additional dynamic input fields can be added with the required particulars and values.

Document Type \*

☒ Certificates ☐ GST and Tax Audit ☐ Audit and Assurance Functions

Type of Certificate \*

Capital Contribution Certificate/net worth certificate

Date of Signing of Document \* (DD-MM-YYYY) 

DD-MM-YYYY

Dynamic Input Fields in line with the Certificate content

Figures/Values to be entered in: ☐ Numeric ☐ Alphanumeric ☒ Numeric and Alphanumeric

Figures/Values: (Do Not Disclose Client details)

S.No.	Particulars	Figures/Values	Denomination	Converted Value (For Standardisation)
1 *	Particulars	Figures in INR	--Select--	
2 *	Particulars	Figures in INR	--Select--	
3	Particulars			
4	Particulars			

**Add More** **Delete Last Row**

- Select Certificates to generate a UDIN under the Certificates category.
- Select the sub-category from the drop-down list.
- Select the Date of Signing from the calendar.
- Fill in all the required parameters and their corresponding values/figures.
- Extra fields can be added using the **Add More** option. By clicking **Delete Row**, the selected row will be removed.

### Dynamic Input Fields in line with the Certificate Content

Based on the suggestions received from members, it was decided to incorporate this section into the UDIN Portal; where member can enter the figures/ values as per the given options:

Accordingly, the following logic will be implemented:

1. If the selection is **Numeric**: All mandatory and non-mandatory rows accept only numeric figures/values.
  - A numerical input field will be displayed along with a corresponding denomination field.
  - Upon clicking **Add More**, each newly added row will follow the same structure, i.e., include both the number field and the denomination field.

Document Type \* ☒ Certificates ☐ GST and Tax Audit ☐ Audit and Assurance Functions

Type of Certificate \* Capital Contribution Certificate/net worth certificate x

Date of Signing of Document \* (DD-MM-YYYY) DD-MM-YYYY

Dynamic Input Fields in line with the Certificate content

Figures/Values to be entered in: ☒ Numeric ☐ Alphanumeric ☐ Numeric and Alphanumeric

Figures: (Do Not Disclose Client details)

S.No.	Particulars	Figures:	Denomination	Converted Value (For Standardisation)
1 *	Testing 1	244232	Hundreds x	2,44,23,200
2 *	Testing 2	232423323	Hundreds x	23,24,23,32,300
3	Testing 3	423525235	Hundreds x	42,35,25,23,500
4	Testing 4	43432523	Millions x	43,432,523,000,000

2. If the selection is **Alphanumeric**: All mandatory and non-mandatory rows accept only alphanumeric figures/values.
  - An alphanumeric input field (without denomination) will be shown.
  - Upon clicking **Add More**, each new row will replicate the same format — only the alphanumeric field without any denomination field.

Document Type \* ☒ Certificates ☐ GST and Tax Audit ☐ Audit and Assurance Functions

Type of Certificate \* --Select--

Date of Signing of Document \* (DD-MM-YYYY) DD-MM-YYYY

Dynamic Input Fields in line with the Certificate content

Figures/Values to be entered in: ☐ Numeric ☒ Alphanumeric ☐ Numeric and Alphanumeric

Figures/Values: (Do Not Disclose Client details)

S.No.	Particulars	Figures/Values:
1 *	Particulars	
2 *	Particulars	
3	Particulars	
4	Particulars	

3. If the selection is **Numeric and Alphanumeric**: The first two mandatory rows accept only numeric values, and non-mandatory rows accept alphanumeric values.
  - By default, the form will display the following:
    - **First two mandatory fields** with denomination field for capturing numerical values.
    - A **third field** for entering alphanumeric values, without any denomination field.

Document Type \* ☒ Certificates ☐ GST and Tax Audit ☐ Audit and Assurance Functions

Type of Certificate \* --Select--

Date of Signing of Document \* (DD-MM-YYYY) DD-MM-YYYY

Dynamic Input Fields in line with the Certificate content

Figures/Values to be entered in: ☐ Numeric ☐ Alphanumeric ☒ Numeric and Alphanumeric

Figures/Values: (Do Not Disclose Client details)

S.No.	Particulars	Figures/Values:	Denomination	Converted Value (For Standardisation)
1 *	Testing 1	12345	Hundreds	12,34,500
2 *	Testing 2	12345	Thousands	1,23,45,000
3	Testing 3	abcdef		
4	Testing 4	ghijk		

- (vi) Under **Document Description**, enter text between 5 to 250 characters from some portions of the report. This field is mandatory. The remaining word count will be displayed to assist in entering the text. Special characters are not allowed except for a few such as full stop (.), comma (,), underscore (\_), hyphen (-), and dash (–) are allowed.

Figures/Values: (Do Not Disclose Client details)

S.No.	Particulars	Figures/Values:	Denomination	Converted Value (For Standardisation)
1 *	Testing 1	12345	Hundreds	12,34,500
2 *	Testing 2	12345	Thousands	1,23,45,000
3	Testing 3	abcdef		
4	Testing 4	ghijk		

Add More Delete Last Row

Document Description \* 23 / 250 Characters

Remarks 28 / 250 Characters

UDIN Instruction manual

For Internal reference notes

Save Draft Send OTP

- (vii) The **Remarks** field is optional and is meant for the member's internal reference. The remaining character count will be displayed to assist in entering the text.
- (viii) By clicking on **Save Draft**, the member can either save the document or proceed by clicking on **Send OTP**.

The screenshot shows a form with three main sections: 'Document Description', 'Remarks', and 'Enter OTP'. The 'Document Description' field contains 'UDIN Instruction Manual' with a character count of '23 / 250 Characters'. The 'Remarks' field contains 'For internal reference of member.' with a character count of '33 / 250 Characters'. The 'Enter OTP' section has an empty input field and a blue 'Verify OTP' button highlighted with a red rectangle. Below the input field, there is a red message 'Please Wait 58s Before Resending OTP.', a grey 'Resend OTP' button, and a blue link 'Remaining Attempts: 4'.

- (ix) After validating the OTP, two options will appear on the screen:
- **Preview** – to view the filled details.
  - **Save Draft** – to save the details.

This screenshot is identical to the previous one, but the 'Verify OTP' button is no longer visible. Instead, two blue buttons are shown at the bottom: 'Preview' (highlighted with a red rectangle) and 'Save Draft'.

- (x) On clicking **Preview**, the filled details will be displayed on the screen to ensure that the information entered is correct. The same dynamic fields used for entering inputs will appear pre-selected as during the initial filling of the detail.

Document Type :	Certificates
Type Of Certificate :	Certificate issued by Statutory Auditors of Banks
Date of Signing of Document (DD-MM-YYYY) :	14-06-2025
Does the certificate contain financial figures in INR?	Yes

Figures/Values (Do Not Disclose Client Details)				
S.No.	Particulars	Figures	Denomination	Converted Value (For Standardisation)
1 <sup>st</sup>	Testing 1	123456.78	Actual	1,23,456.78
2 <sup>nd</sup>	Testing 2	123456.78	Hundreds	1,23,45,678
3	Testing 3	123456.78	Thousands	12,34,56,780
4	Testing 4	123456.78	Lakhs	12,34,56,78,000

Document Description :	UDIN Instruction Manual
Remarks :	For internal reference of member.
<small>(Internal Reference Notes/Remarks. These Will Not be Shown To Authority)</small>	

(xi) If there is any change/error in the content, click “**Edit/Back**” button, or else, click “**Submit**”.

(xii) By clicking **Submit**, an 18-digit UDIN will be generated.


**Success**

UDIN : 25343434ILXHJL2338 Generated Successfully

Click [here](#) to see the details

(xiii) By clicking **here**, the details visible to the verifier will be displayed along with a QR code and Print option.

<b>UDIN:</b>	25999995WTUNSR1724
<b>MRN/Name:</b>	999995 / Chitresh Sagar
<b>Firm Registration No.:</b>	Not Applicable/Individual Capacity
<b>Document Type:</b>	Certificates
<b>Type of certificate:</b>	Certificates in form 15CB
<b>Date of Signing of Document:</b>	10-12-2025
<b>Created Date/Time:</b>	11-12-2025   12:04:22
<b>Status:</b>	Active

Particulars: Figures/Values:	
Particulars	Figures/Values
1. Testing 15	1236
2. Testing 15	1236

<b>Document Description:</b>	Testing Purpose
------------------------------	-----------------

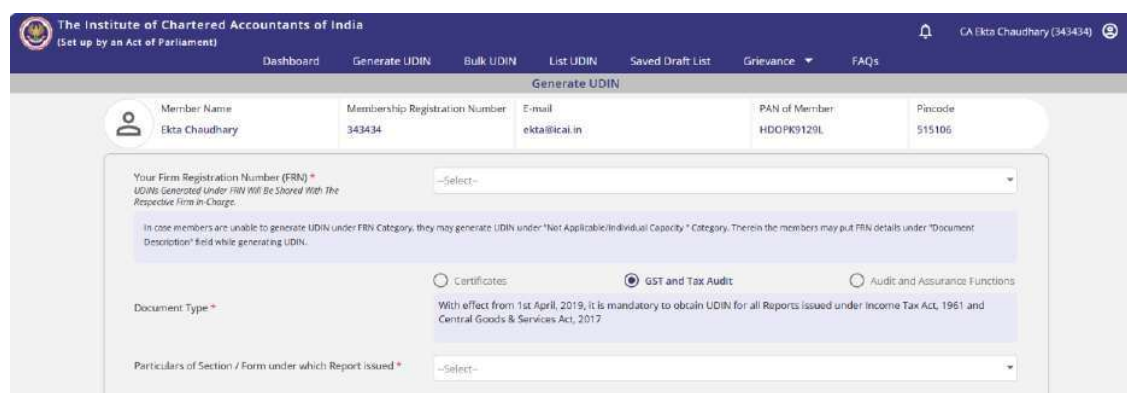




(xiv) To generate another UDIN, click **Back to UDIN Generation**. Click **List UDIN** to go to the List UDIN page.

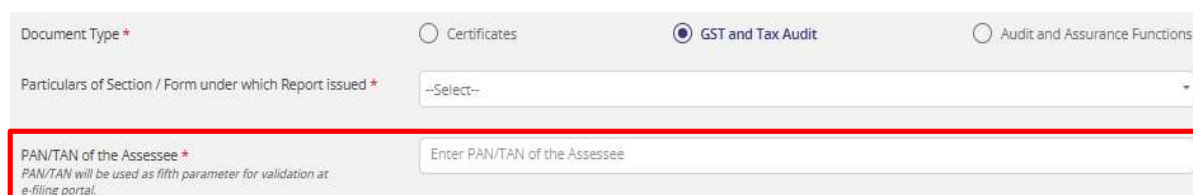
## (ii) GST and Tax Audit

The process to generate a UDIN under the GST & Tax Audit category remains the same. the fields having red asterisk (\*) are mandatory, remaining fields are optional. Dynamic fields can be added with particulars and values by clicking on **Add More** button. However, a few additional functionalities have been introduced under this category, as briefly explained below:



### a) Capturing PAN of the assessee/auditee

As per the Council decision the PAN of the assessee/auditee has been introduced as an additional (fifth) parameter for UDIN validation at the e-Filing Portal, in addition to the existing parameters, namely MRN, UDIN, Assessment Year/Financial Year, and Form ID. The PAN field is mandatory and has been incorporated solely for validation purposes at the e-Filing Portal. Members are advised to ensure that the UDIN generated is mapped to the same PAN as used at the e-Filing Portal. It is clarified that the PAN entered for validation shall not be visible to the verifier.



### b) Auditor's Opinion on Financial Statements

Auditor's Opinion on financial statements is a compulsory field. This functionality has been introduced under two categories: **GST & Tax Audit** and the **Audit & Assurance Functions**. The details captured in this functionality will not be visible to the verifier.

The portal displays the question: “Is Auditor's Opinion on financial statements applicable to this audit?” Two options are available: Yes / No.

Document Type \* ☐ Certificates ☒ GST and Tax Audit ☐ Audit and Assurance Functions

Particulars of Section / Form under which Report issued \* Form 10 CCB - Section 80-I (7) X

Assessment Year \* --Select--

PAN/TAN of the Assessee \*  
PAN/TAN will be used as fifth parameter for validation at e-filing portal. Enter PAN/TAN of the Assessee

Date of Signing of Document \* (DD-MM-YYYY) DD-MM-YYYY

**Auditor's Opinion on Financial Statements**

Is Auditor's Opinion is applicable to this audit report? \* --Select--  
Yes  
No

**Details of Preceding year's of Audit**

- If “Yes”:

Select **any one type of opinion** from the dropdown (Unmodified, Qualified, Adverse, or Disclaimer) and further proceed in the section.

**Auditor's Opinion on Financial Statements**

Is Auditor's Opinion is applicable to this audit report? \* Yes

Auditor's Opinion \*  
Key Audit Matter (KAM)\*  
Emphasis of Matter (EOM)\*  
Other Matter\*  
Material Uncertainty related to Going Concern\*  
Entity Type\* --Select--

Unmodified Opinion  
Qualified Report  
Adverse Opinion  
Disclaimer of Opinion

**Auditor's Opinion on Financial Statements**

Is Auditor's Opinion is applicable to this audit report? \*

Auditor's Opinion \*

Key Audit Matter (KAM)\* ☒ Yes ☐ No

Emphasis of Matter (EOM)\* ☐ Yes ☒ No

Other Matter\* ☒ Yes ☐ No

Material Uncertainty related to Going Concern\* ☐ Yes ☒ No

Entity Type\*

Type of Non-Listed Entity\*

**Details of Preceding year's of A**

Is capturing details of the preceding this audit/form? \*

Sole Proprietorship

Partnership

LLP

Private Company

Public Company

Section 8 Company

• If “No”:

No details relating to the Auditor’s Opinion on Financial Statements are required to be entered, and the member may proceed further.

**Auditor's Opinion on Financial Statements**

Is Auditor's Opinion is applicable to this audit report? \*

### c) Preceding Year's Audit Details

The Council, at its 442nd meeting, decided to enable a provision for capturing details by the succeeding auditor during UDIN generation on the UDIN portal. This functionality has been introduced under two categories: **GST & Tax Audit** and the **Audit & Assurance Functions**. The details captured in this functionality will not be visible to the verifier.

**The system configuration is provided below:**

**The portal displays the question:** “Is capturing details of the preceding auditor applicable to this audit/form?”: **Yes / No.**

**Details of Preceding year's of Audit**

Is capturing details of the preceding auditor applicable to this audit/form? \*

Yes

Have you issued the tax audit report to the client previous/last year? \*

--Select--

Yes

No

First Year of Audit

Figures/Values:

S.No. Particulars ⓘ

- If **"Yes"** is selected from the drop-down:
  - Following question **"Have you issued the tax audit report to the client previous/last year?"** will enable with the dropdown options of Yes/ No/ First Year of Audit
- If **Yes** is selected from the dropdown:
  - The UDIN of the previous year is to be entered and may also be selected from the drop-down.

**Details of Preceding year's of Audit**

Is capturing details of the preceding auditor applicable to this audit/form? \*

Yes

Have you issued the tax audit report to the client previous/last year? \*

Yes

Select the UDIN of the audit report generated for the previous year \*

--Select--

- If **No** is selected from the drop-down:
  - Enter the MRN (Member Registration Number) of the previous auditor.
  - Select **Yes/No** from the radio button to indicate whether communication has been made to the previous auditor regarding the appointment.
    - If **Yes**: Select the Date of Communication from the calendar.
    - If **No**: Proceed further.
  - Select one option from the drop-down (Yes / No / Not Known) regarding the outstanding fees.

The screenshot shows the 'Details of Preceding year's of Audit' form. The following fields are highlighted with red boxes:

- 'Have you issued the tax audit report to the client previous/last year? \*' with 'No' selected.
- 'Enter MRN/FRN of the previous Auditor \*' with '909091' entered.
- 'Have you communicated previous auditor for your appointment? \*' with the 'Yes' radio button selected.
- 'Date of Communication \* (DD-MM-YYYY)' with a calendar icon.
- 'Is there any outstanding audit fee related to the previous year's audit as per the financial statements audited by you? \*' with a dropdown menu open showing options: '--Select--', 'Yes', 'No', and 'Not Known'.

- If **First Year of Audit** is selected from the drop-down:
  - May proceed further.

The screenshot shows the 'Details of Preceding year's of Audit' form. The following fields are highlighted with red boxes:

- 'Have you issued the tax audit report to the client previous/last year? \*' with 'First Year of Audit' selected.

Below the form, the 'Figures/Values:' section is visible, showing a table with columns: S.No., Particulars, Figures/Values, Denomination, and Converted Value (For Standardisation). The first row shows '1 \*' in the S.No. column and 'Assessment Year' in the Particulars column, with a dropdown menu for 'Figures/Values' set to '--Select--'.

**Please note:** This functionality has been introduced under two categories: **GST & Tax Audit** and the **Audit & Assurance Functions**. The details captured in this functionality will not be visible to the verifier.

### (iii) H Audit & Assurance Functions

The process to generate UDIN under the Audit & Assurance Functions category remains the same. The member has to select the **Type of Audit** and **Act/Law/Statutes/Regulation** from the dropdown. Fields marked with a red asterisk (\*) are mandatory, while the remaining fields are optional. Dynamic fields can be added with relevant particulars and values by clicking on **Add More** button.

The screenshot shows the 'Generate UDIN' page on the ICAI portal. At the top, there's a navigation bar with 'Dashboard', 'Generate UDIN', 'Bulk UDIN', 'List UDIN', 'Saved Draft List', 'Grievance', and 'FAQs'. Below this, a header bar displays the user's name 'CA Jyoti Kumar (8350228)' and a profile icon. The main form area is titled 'Generate UDIN' and contains several fields: 'Member Name' (Jyoti kumar), 'Membership Registration Number' (835022), 'Email' (kumar.jyoti1@icai.com), 'PAN of Member' (HDGPK9129L), and 'Pincode' (655106). A dropdown menu for 'Your Firm Registration Number (FRN)' is set to '--Select--'. A note states: 'In case members are unable to generate UDIN under FRN Category, they may generate UDIN under "Not Applicable/Individual Capacity" Category. Therein the members may put FRN details under "Document Description" field while generating UDIN.' Below this, three radio buttons are present: 'Certificates', 'GST and Tax Audit', and 'Audit and Assurance Functions' (which is selected). A text box explains: 'With effect from 1st July, 2019, UDIN is mandatory for all Audit and Assurance functions which are not covered under above two categories.' The 'Document Type' field is empty. The 'Type of Audit' dropdown is set to 'Audit of Capital Markets Intermediaries'. The 'Under Act/Law/Statute/Regulation' dropdown is set to 'Companies Act, 1956'. The 'Date of Signing of Document' field is set to 'DD-MM-YYYY' with a calendar icon.

The following additional details are to be entered during UDIN generation under Audit & Assurance Functions category:

#### a) Preceding Year's Audit Details

Explained under the GST & Tax Audit section; please refer to page no. 15.

#### b) Memorandum of Changes (MoC)

Members are required to fill the value of the MOC while generating UDIN for the Audit Report for Statutory Audit of Bank Branch under the category Audit & Assurance Functions for Statutory Bank Audit-Branch at the UDIN portal without any disclosure of the details of the client.

The information to be provided at the UDIN portal regarding MOC will be mandatory and will be totally encrypted. It will not be visible to any third-party verifier.

Member may select **Yes/No** from dropdown to proceed accordingly:

The screenshot shows a dropdown menu titled 'MOC Details'. The dropdown is open, showing three options: '--Select--', 'Yes', and 'No'. The 'Whether Any MOC Submitted?' label is visible to the left of the dropdown.

(i) If **No** is selected, the member may proceed further.


(ii) If **Yes** is selected, the following details are to be entered by the member:

Memorandum Of Changes (summary) Fill The Related Figures			
In Respect of	Number of Items	Increase (Rs)	Decrease (Rs)
(a) Income *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Expenditure *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Assets *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Liabilities *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(e) Gross NPAs *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(f) Provision on NPAs *	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please note:** The MOC boxes are mandatorily to be filled at least with 0. The boxes accept numbers up to 9,999 in the Number column and up to 99,999,99,999 in the Increase and Decrease columns. Only numbers are accepted in the boxes. Negative Figures are not accepted in any of the boxes.

#### 4. Bulk UDIN Generation

The **Bulk UDIN** feature enables ICAI members to generate multiple UDINs simultaneously (limited to 300 at one time), streamlining the documentation process for high-volume UDIN generation.

Bulk UDIN					
	Member Name Chitresh Sagar	Membership Registration Number 999995	E-mail chitreshsagar2@gmail.com	PAN Of Member HDOPK9129L	Pincode 515106
Your Firm Registration Number (FRN) *		Not Applicable/Individual Capacity			
UDINs generated under FRN will be shared with the respective Firm In-charge.					
Document Type *		<input checked="" type="radio"/> Certificates			
Figures/Values: (Do Not Disclose Client Details) Kindly only use the template file provided.				Download Template	Upload File
S.No	Type of Certificate*	Date of Signing of Document*	Particulars 1*	Figures 1	
1	<input type="text"/>	<input type="text"/>	Particulars	Figures	
2	<input type="text"/>	<input type="text"/>	Particulars	Figures	
3	<input type="text"/>	<input type="text"/>	Particulars	Figures	
Add Row		Delete Last Row			

#### Certificates

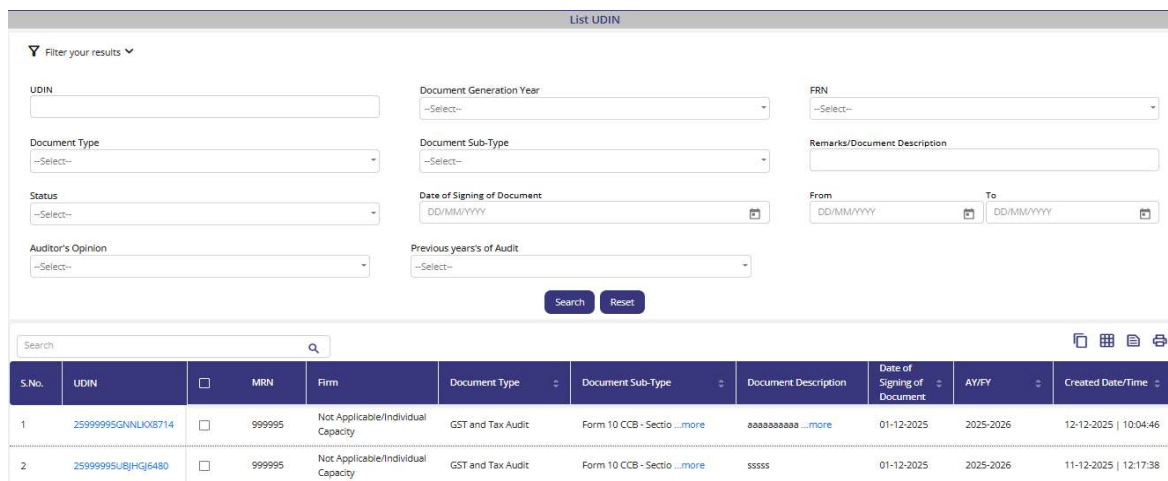
- Member needs to select the certificate category they want to generate bulk UDIN for.
- After selecting the category, they need to download the template for Bulk UDIN upload.
- Each category has different template, so member needs to download corresponding template.
- The filled template is uploaded.
- Member can see the details filled on the screen in corresponding fields.



- For invalid data, or errors, there will be error message displayed.
- Member can add more rows in the UI (User Interface) itself, wherein total number of UDIN to be generated doesn't exceed 300.
- Member can delete extra rows added by clicking on the Add More button.
- Member can amend the data which are invalid on the UI itself.

## 5. List UDIN

This module enables members to view, filter, and manage previously generated UDINs with precision.



The screenshot shows the 'List UDIN' interface. At the top, there's a 'Filter your results' dropdown. Below it are various filter fields: UDIN, Document Generation Year, FRN, Document Type, Document Sub-Type, Remarks/Document Description, Status, Date of Signing of Document, From/To date range, Auditor's Opinion, and Previous year's of Audit. There are 'Search' and 'Reset' buttons. Below the filters is a search bar and icons for download, grid, list, and print. The main table displays a list of UDINs with columns: S.No., UDIN, MRN, Firm, Document Type, Document Sub-Type, Document Description, Date of Signing of Document, AY/FY, and Created Date/Time.

S.No.	UDIN	MRN	Firm	Document Type	Document Sub-Type	Document Description	Date of Signing of Document	AY/FY	Created Date/Time
1	25999995GNNLX08714	999995	Not Applicable/Individual Capacity	GST and Tax Audit	Form 10 CCB - Sectio <a href="#">...more</a>	aaaaaaaa <a href="#">...more</a>	01-12-2025	2025-2026	12-12-2025   10:04:46
2	25999995UBJHG6480	999995	Not Applicable/Individual Capacity	GST and Tax Audit	Form 10 CCB - Sectio <a href="#">...more</a>	sssss	01-12-2025	2025-2026	11-12-2025   12:17:38

(i) **Filter:** User can apply filter on the list of UDIN in following categories:

- UDIN
- Document Generation Year
- FRN
- Document Type
- Document Sub Type
- Remarks/Description
- Document status
- Date of Signing
- Generated Date
- Auditor's Opinion (Yes/ No)
- Previous year's of Audit (Yes/ No)

(ii) **Search**

This section allows the user to search by entering any alphanumeric value, the list displayed is from all the values that match the entered text.


### Steps to filter/search UDIN(s)

- The UDINs generated by the user are displayed in order of date created.
- The member can apply the filter on all field types and sort them.
- The member can download all the UDINs in CSV and PDF format.
- The member can search for any text from the search bar.

### Details when accessed through Hyperlink:

- Member can see the details of generated UDIN by clicking on the hyperlink of UDIN.
- Member can access the QR code which takes them to UDIN verification page.

List UDIN										
<div> <div>Filter your results</div> <div> <div>Search</div> <div>Q</div> </div> <div> <div></div> <div></div> <div></div> <div></div> </div> </div>										
S.No.	UDIN	<input type="checkbox"/>	MRN	Firm	Document Type	Document Sub-Type	Document Description	Date of Signing of Document	AY/FY	Created On
1	25999995GNNLX8714	<input type="checkbox"/>	999995	Not Applicable/Individual Capacity	GST and Tax Audit	Form 10 CCB - Sectio ...more	aaaaaaaaa ...more	01-12-2025	2025-2026	12-12-20
2	25999995UBJHGJ6480	<input type="checkbox"/>	999995	Not Applicable/Individual Capacity	GST and Tax Audit	Form 10 CCB - Sectio ...more	sssss	01-12-2025	2025-2026	11-12-20

UDIN Details			
UDIN	25999995GNNLX8714		
MRN/Name	999995 / Chitresh Sagar		
Firm Registration No.	Not Applicable/Individual Capacity		
Document Type	GST and Tax Audit		
Particulars of Section / Form under which Report issued	Form 10 CCB - Section 80-IA (7)		
Date of Signing of Document	01-12-2025		
AY/FY	2025-2026		
PAN/TAN of the Assessee	AAAA12345A		
Created Date/Time	12-12-2025   10:04:46		
Status	Active		
Auditor's Opinion on Financial Statements			
Is the auditor's opinion applicable to this audit report?	No		
Details of Preceding year's of Audit			
Is capturing details of the preceding auditor applicable to this audit/form?	No		
Particulars : Figures/Values			
Particulars	Figures	Denomination	Converted Value
1 . Assessment Year	2025-2026		
2 . Testing 1	446511	Hundreds	4,46,51,100
Document Description	aaaaaaaaaaaaaa		
			

### (iii) Print

Date/Time	Financial Figures/Particulars	Description	Remarks	Status	Actions
25   15:16:10	1. Particulars : 9768.0 2. PAN of the Assessee/ Auditee : JHGF3574B 3. Particulars : 9768.0	generating ...more	N/A	Active	<a href="#">Print</a> <a href="#">Revoke</a>
25   15:16:10	1. Particulars : 2000.0 2. Notification No. : 2746.0 3. PAN of the Assessee/ Auditee : HGDUR7456H	Bulk udin	N/A	Active	<a href="#">Print</a> <a href="#">Revoke</a>
25   15:16:10	1. Particulars : 577.98 2. WDV of Fixed Assets : 57 3. Assessment Year : 2020-2021	UDIN	N/A	Active	<a href="#">Print</a> <a href="#">Revoke</a>
25   15:16:10	1. Particulars : 68976.0 2. PAN of the Assessee/ Auditee : CAHPK9706H 3. Particulars : 68976.0	Bulk udin	N/A	Active	<a href="#">Print</a> <a href="#">Revoke</a>
25   15:16:10	1. Particulars : 5688.87	generating ...more	N/A	Active	<a href="#">Print</a> <a href="#">Revoke</a>
25   15:16:10	1. Particulars : 769.0 2. PAN of the Assessee/ Auditee : JHGS57690J 3. Particulars : 769.0	generating ...more	N/A	Active	<a href="#">Print</a> <a href="#">Revoke</a>
25   15:16:10	1. Particulars : 2000.0 2. PAN of the Assessee/ Auditee : ADFFG1234H 3. Particulars : 2000.0	UDIN	N/A	Active	<a href="#">Print</a> <a href="#">Revoke</a>

- (i) Member can select any UDIN and see the details of the particulars and details submitted during generation, by clicking on the UDIN hyperlink.
- (ii) Member can print the UDIN individually.
- (iii) Member can also print all UDIN displayed in the screen, by clicking on PRINT ALL button displayed below.

<div>  The Institute of Chartered Accountants of India  (Setup by an Act of Parliament) </div> <div> Dashboard Generate UDIN Bulk UDIN Get UDIN Saved Draft List Governance FAQs </div> <div>CA Jyoti Kumar (85623)</div>									
Link UDIN									
<div> Filter your results </div> <div> <div>Search</div> <div> <div>Print</div> <div>Export</div> <div>Refresh</div> </div> </div>									
	subtype	Document Description	Date of Document	ATRP	Created Date/Time	Remarks	Status	Financial Figures/Particulars	Actions
	Additional Certificate	Details of	11-08-2025		11-08-2025   14:01:35		Active	Item 1: 125 (Hundred): 12,300 Item 2: 456 (Thousand): 4,56,000	<a href="#">Print</a> <a href="#">Revoke</a>

- (iv) The UDINs will be printed as a single file, with all the UDINs listed individually.
- (v) Details when the document is printed from Print button:

UDIN:	25999995GNNLKX8714		
MRN/Name:	999995 / Chitresh Sagar		
Firm Registration No.:	Not Applicable/Individual Capacity		
Document Type:	GST and Tax Audit		
Particulars of Section / Form under which Report issued:	Form 10 CCB - Section 80-1A (7)		
Date of Signing of Document:	01-12-2025		
AY/FY:	2025-2026		
Created Date/Time:	12-12-2025   10:04:46		
Status:	Active		
Particulars: Figures/Values:			
Particulars	Figures/Values	Denomination	Converted Value
1. Assessment Year	2025-2026		
2. Testing 1	446511	(Hundreds)	4,46,51,100
Document Description: aaaaaaaaaa			



#### (iv) Revoke

- (i) Member can revoke any UDIN generated in past 48 hours.
- (ii) Member can see the details of the UDIN they are revoking after clicking on the revoke button.

<div>  The Institute of Chartered Accountants of India  <small>Set up by an Act of Parliament</small> </div> <div> DashboardGenerate UDINBulk UDINList UDINSaved Draft ListClearanceFAQs </div> <div> CA Jyoti Kumar (836023) </div>									
List UDIN									
Filter your results									
<div> <div>Search</div> <div> <div> <div>1</div> <div>scope</div> </div> <div> <div>Document Description</div> <div>Date of Document</div> <div>AY/FY</div> <div>Created Date/Time</div> <div>Remarks</div> <div>Status</div> <div>Financial Figures/Particulars</div> <div>Actions</div> </div> </div> </div>									
<div> <div>Additional Certificate</div> <div>details of</div> <div>11-08-2025</div> <div>12-08-2025   14:01:55</div> <div></div> <div>Active</div> <div> <div>test 1: 123 (Hundreds): 12,300</div> <div>test 2: 456 (Thousands): 4,56,000</div> </div> <div> <div>Print</div> <div>Revoke</div> </div> </div>									

- (iii) Users need to provide the reason for revoking the UDIN.

Do you want to Revoke?

Document Type

Certificates

Document Sub Type

Additional Certification by Concurrent Auditors not forming part of concurrent audit assignment

Document Date

01-08-2025

Create Date/Time

08-08-2025 | 11:20:30

Financial Figures/Particulars

test data 1 123 (Hundreds): 12,300

test data 2 456 (Thousands): 4,56,000

Document Description

document description for testing

Remarks

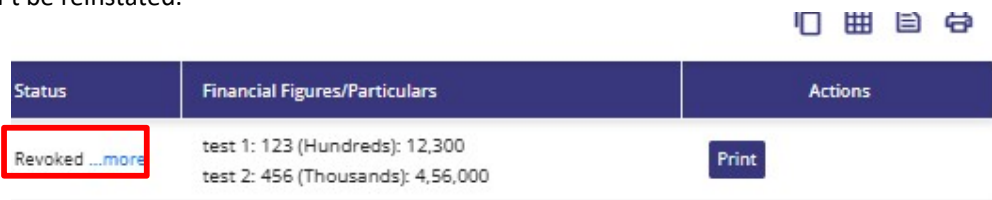
description for Remarks

Reason for Revocation: \*

Send OTP

Cancel

- (iv) Member needs to validate this by sending an OTP and validating the OTP.
- (v) After the UDIN has been revoked, details of the UDIN are sent to member on Email and mobile.
- (vi) Status of the UDIN changes to Revoked in the LIST UDIN section. Once the UDIN is revoked it can't be reinstated.



Status	Financial Figures/Particulars	Actions
Revoked <a href="#">...more</a>	test 1: 123 (Hundreds): 12,300 test 2: 456 (Thousands): 4,56,000	<a href="#">Print</a>

## (v) Download

- (i) Member can download the UDIN List displayed, in form of CSV, PDF.
- (ii) Member can select any particular UDINs to be downloaded.
- (iii) Member can download all the UDINs displayed together too.



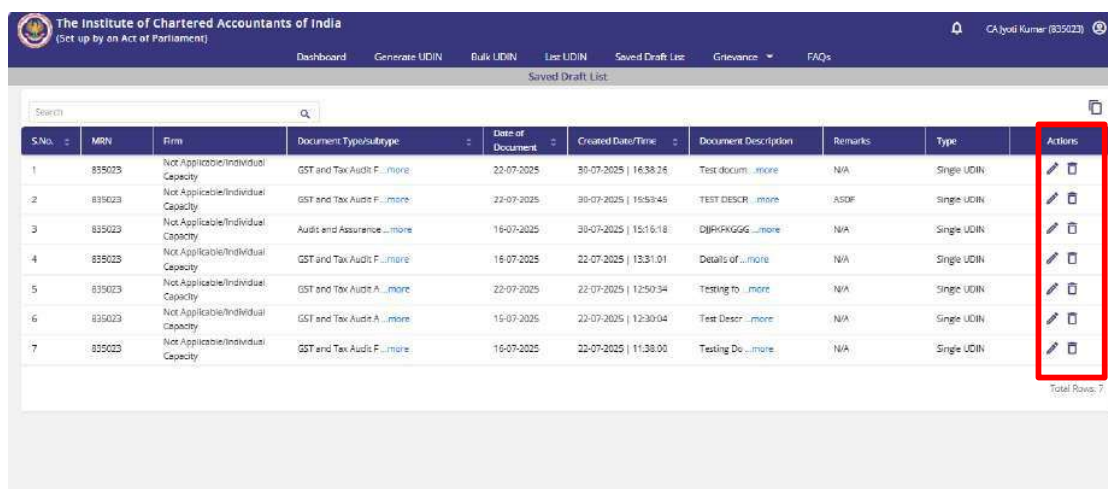
## (vi) Scroller

- (i) Member can scroll through the screen using the scroller at the bottom of the screen.



## 6. Save Draft List

**SAVE** draft option is available at UDIN portal. Due to any reason, if UDIN is not be generated but the details filled, can be saved by clicking on SAVE DRAFT. Under SAVED DRAFT LIST, the list of the all the drafts is listed.



S.No.	MRN	Firm	Document Type/Subtype	Date of Document	Created Date/Time	Document Description	Remarks	Type	Actions
1	835023	Not Applicable/Individual Capacity	GST and Tax Audit F...more	22-07-2025	30-07-2025   16:38:24	Test docum...more	N/A	Single UDIN	<a href="#">Edit</a> <a href="#">Delete</a>
2	835023	Not Applicable/Individual Capacity	GST and Tax Audit F...more	22-07-2025	30-07-2025   15:59:45	TEST DESCR...more	ASDF	Single UDIN	<a href="#">Edit</a> <a href="#">Delete</a>
3	835023	Not Applicable/Individual Capacity	Audit and Assurance...more	16-07-2025	30-07-2025   15:15:18	DIRPKGGG...more	N/A	Single UDIN	<a href="#">Edit</a> <a href="#">Delete</a>
4	835023	Not Applicable/Individual Capacity	GST and Tax Audit F...more	16-07-2025	22-07-2025   13:31:01	Details of...more	N/A	Single UDIN	<a href="#">Edit</a> <a href="#">Delete</a>
5	835023	Not Applicable/Individual Capacity	GST and Tax Audit A...more	22-07-2025	22-07-2025   12:50:34	Testing to...more	N/A	Single UDIN	<a href="#">Edit</a> <a href="#">Delete</a>
6	835023	Not Applicable/Individual Capacity	GST and Tax Audit A...more	16-07-2025	22-07-2025   12:30:04	Test Descr...more	N/A	Single UDIN	<a href="#">Edit</a> <a href="#">Delete</a>
7	835023	Not Applicable/Individual Capacity	GST and Tax Audit F...more	16-07-2025	22-07-2025   11:38:00	Testing De...more	N/A	Single UDIN	<a href="#">Edit</a> <a href="#">Delete</a>

Total Rows: 7

1. Member can find all the UDIN forms that have been saved.
2. Member can delete or retrieve the draft.
3. Once the draft is deleted it can't be retrieved.
4. If the member selects to edit the Draft, it will be redirected to generate UDIN screen.
5. Member can search for drafts using text search functionality.
6. Each row reflects an individual draft entry with key editable fields:
  - **Edit:** This option takes the member back to the generate UDIN section, with form filled till the Saved Draft option was used.
  - **Delete:** This option lets members delete the draft permanently.

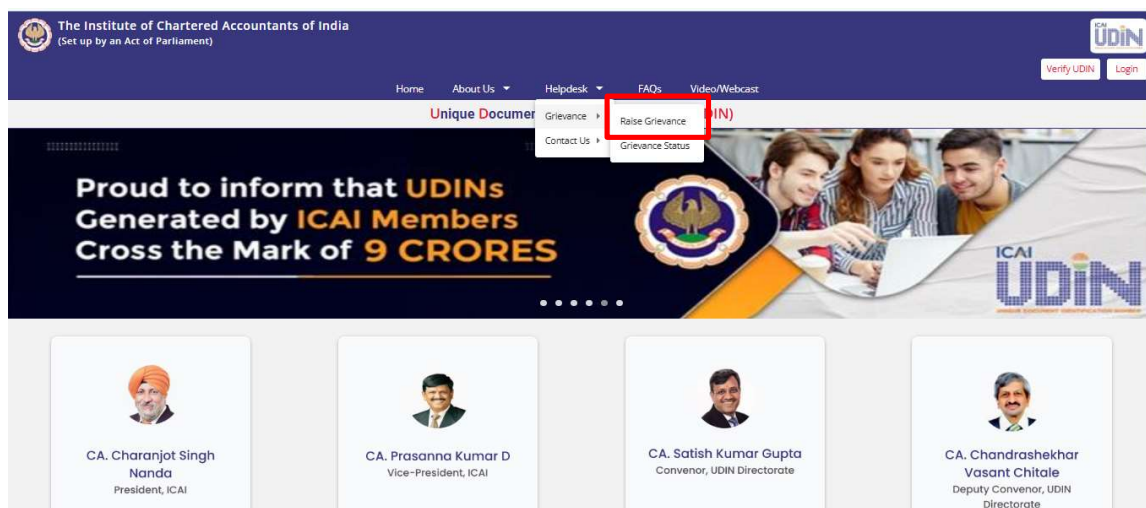
(vii) Drafts remain available until submitted or deleted.

## 7. FAQs

When member click the **FAQ** link from the UDIN portal, they're redirected to a comprehensive help document titled:

**"FAQs on Unique Document Identification Number (UDIN)" – Revised 2025 Edition**

## 8. Grievance

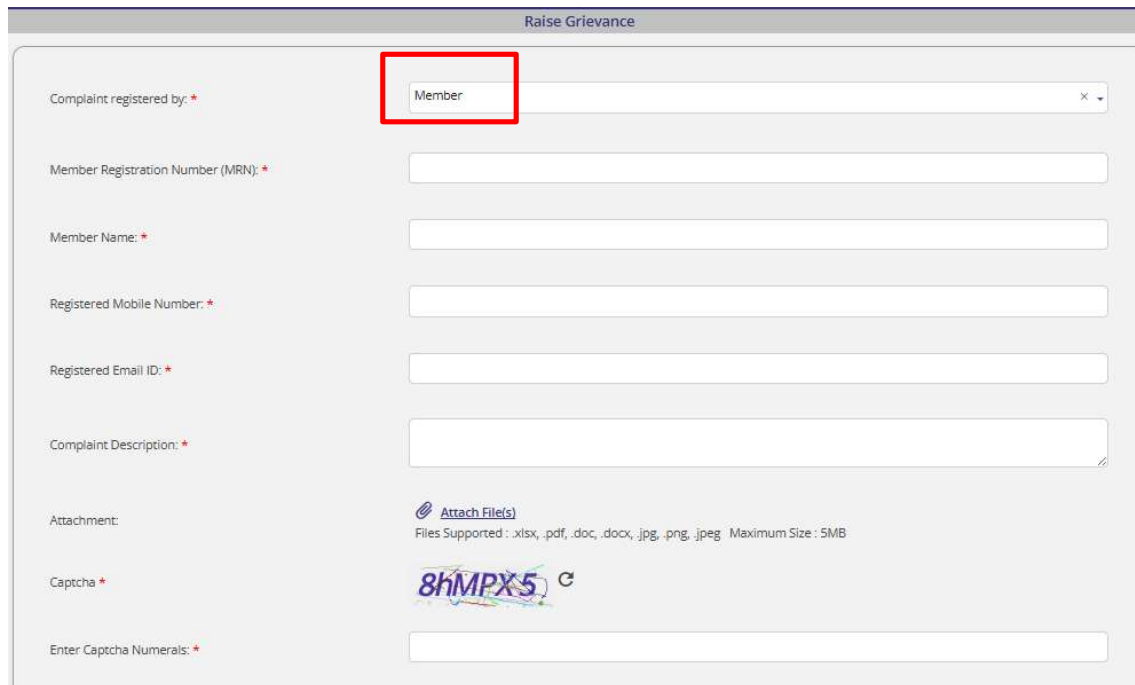


- (i) **Raise Grievance:** Enables users to lodge complaints, report any issues encountered with UDIN, or provide suggestions.
- (ii) **Grievance Status:** Allows users to track the status of previously submitted grievances, offering transparency and follow-up clarity.

### (i) 📄 Raise Grievance

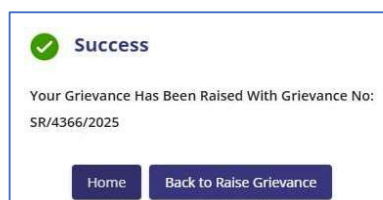
The **Raise Grievance** form enables users to submit complaints /issues/suggestions related to UDIN.

✚ If select **Member** from the dropdown, the MRN, name, mobile number, and email ID need to be entered:



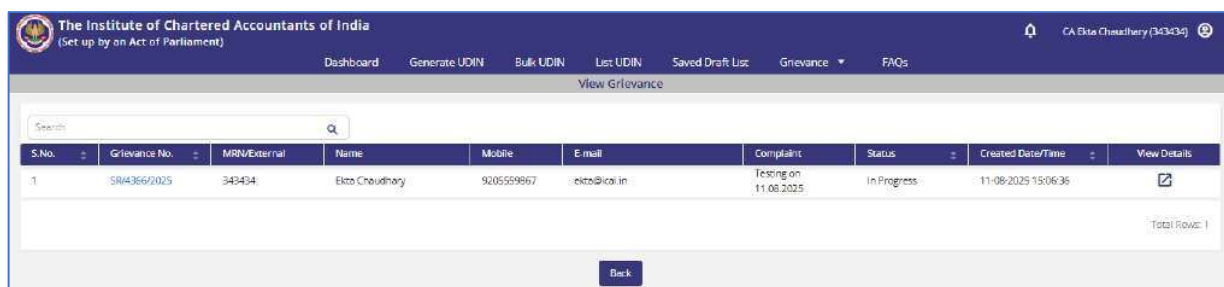
**Form Field:**

- (i) **Complaint Description:** Enter the issue/complaint/suggestions related to UDIN within 1,000 characters.
- (ii) **Attachment:** A new functionality has been introduced for the benefit of members. Users can now upload attachments
  - Supported Formats: .xlsx, .pdf, .doc, .docx, .jpg, .png, .jpeg
  - Maximum File Size: 5 MB
- (iii) Enter Captcha.
- (iv) Click on **'Send OTP'** (OTP will be sent to the mobile number registered with SSP). The user can validate the OTP within 90 seconds. A maximum of 5 attempts are allowed. If all attempts are exhausted, the member may retry after some time.
- (v) After validating the OTP, click on the **Submit** button to submit the grievance. A unique grievance number will be generated and shared on the email ID registered with SSP.






**Please note:** Members can also view the status of their grievance in their dashboard by simply logging into their account.

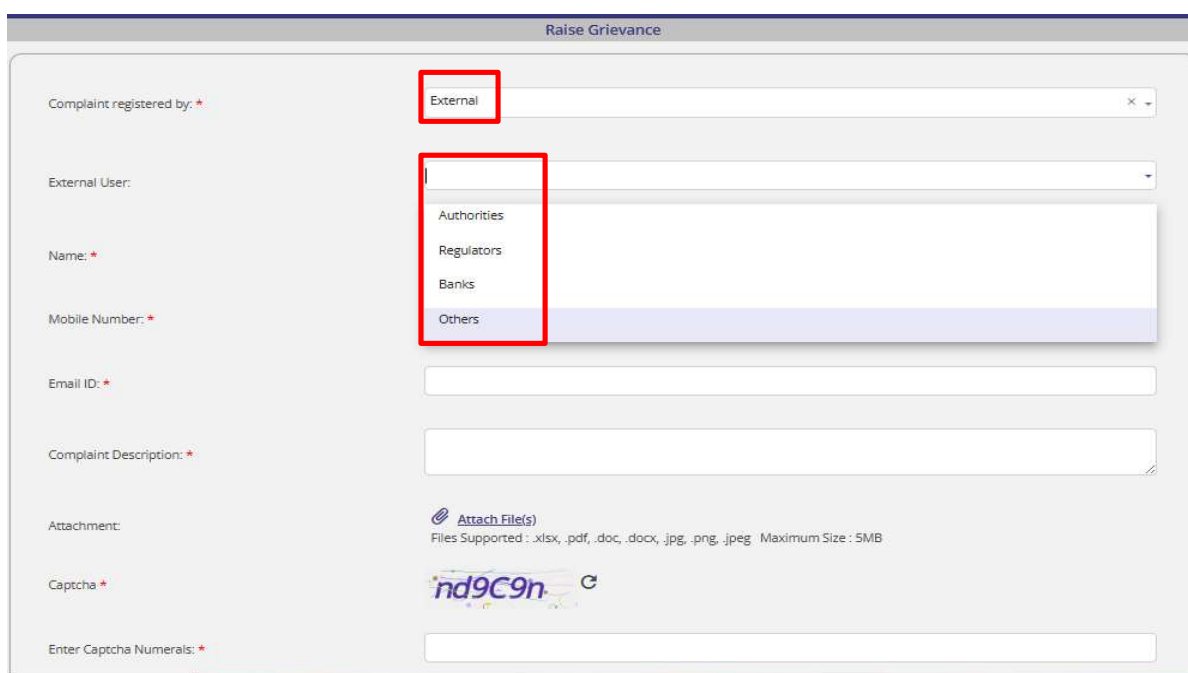


The screenshot shows the ICAI dashboard with a 'View Grievance' section. It contains a table with the following data:

S.No.	Grievance No.	MSR/External	Name	Mobile	E-mail	Complaint	Status	Created Date/Time	View Details
1	SR/4366/2025	343434	Ekta Choudhary	9205559867	ekta@icai.in	Testing on 11.08.2025	In Progress	11-08-2025 13:06:36	

Below the table, it says 'Total Rows: 1' and there is a 'Back' button.

 If select **External** from the dropdown, the user type, name, mobile number, and email ID need to be entered:



The screenshot shows the 'Raise Grievance' form. The 'Complaint registered by:' dropdown is set to 'External'. Below it, the 'External User:' dropdown is open, showing options: 'Authorities', 'Regulators', 'Banks', and 'Others'. The 'Others' option is highlighted. Other fields include 'Name:', 'Mobile Number:', 'Email ID:', 'Complaint Description:', 'Attachment:' (with a file upload button and supported file types: .xlsx, .pdf, .doc, .docx, .jpg, .png, .jpeg, Maximum Size: 5MB), 'Captcha' (with a visual captcha 'nd9C9n'), and 'Enter Captcha Numerals:'.

- (i) Select option from the drop down on behalf of the verifier who is verifying the UDIN.
- (ii) Enter the details such as the Name of the Verifier, Mobile Number, and Email ID of the person verifying the UDIN. Ensure the details are correct, as OTP will be sent to the entered mobile number.
- (iii) The remaining steps will remain the same as in the **"If Yes"** case — refer to steps (i) to (v).

## (ii) Grievance Status

A single window is provided for members and external users to view their grievances. Click on Grievance Status to view the status of the grievance(s).

The screenshot shows the 'Grievance Status' form on the ICAI website. The navigation bar at the top includes 'Home', 'About Us', 'Helpdesk', 'FAQs', and 'Video/Webcast'. The 'Helpdesk' dropdown menu is open, showing 'Grievance', 'Raise Grievance', and 'Grievance Status'. The form fields are as follows:

- Complaint registered by: \* (Dropdown menu with '--Select--')
- Member Registration Number (MRN): \* (Text input field)
- Member Name: \* (Text input field)
- Registered Mobile Number: \* (Text input field)
- Registered Email ID: \* (Text input field)
- Complaint Description: \* (Text input field)
- Attachment: (Link to 'Attach File(s)')  
Files Supported : .xlsx, .pdf, .doc, .docx, .jpg, .png, .jpeg Maximum Size : 5MB

### Search Grievance:

- (i) Enter Grievance Number (optional).
- (ii) Enter Email Id (Mandatory):
  - Member: Registered with SSP
  - External User: Entered at the time of lodging the complaint
- (iii) Click on the **Sent OTP** button.

The screenshot shows the 'Search Grievance' form. The title bar at the top says 'View Grievance Status'. The form fields are:

- Complaint No (Text input field)
- Email-Id \* (Text input field)
- Send OTP (Blue button)

- (iv) Validate OTP, and the below screen will appear:

View Grievance

34377

S.No.	Grievance No.	MRN/External	Name	Mobile	E-mail	Complaint	Status	Created Date/Time	View Details
1	SR/4366/2025	001551	Ayushi Sharma	9907697798	trishita.sharma@icai.com	testing event	In Progress	02-07-2025 15:52:15	
2	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	
3	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	
4	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	
5	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	
6	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	
7	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	
8	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	
9	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	
10	SR/2325/2025	001551	Venkut Sai	9291896677	001551@icai.org	test	In Progress	02-04-2025 20:46:06	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

Back

- (i) The **Back** button returns to the previous screen without saving any changes.
- (ii) To know the status of the grievance, click on **View Details**, and the below screen appear:

Request Details Activity Log

Grievance No: SR/4366/2025 MRN: 343434 Name: Ekta Chaudhary

Status: Resolved Created Date: 11-08-2025 15:06:36 Email: ekta@icai.in

Complaint: Testing on 11.08.2025

Re-Open

- (iii) The user can re-open the grievance, if needed, by clicking on the **Re-open** button.
- (iv) The user can also check the **Activity Log**, where activities are listed in reverse chronological order to highlight the latest updates first

Request Details Activity Log

11 August 2025

15:56 Ekta Testing

15:06 Ekta Chaudhary Testing on 11.08.2025

## 9. Verify UDIN

The **Verify UDIN** feature allows users—such as authorities, regulators, banks, and other—to verify a UDIN issued by full time COP holders on real time basis.

- (i) Single Verify
- (ii) Bulk Verify

### (i) Single Verify

In case of Single Verify the following fields need to be entered by the verifier:

- a) Select the type of verifier that applies from the dropdown.
- b) Enter the name of the verifier.
- c) Enter the mobile number where the details will be sent along with OTP.
- d) Enter the email id where the details will be sent along with the OTP.
- e) User needs to select **Single Verify** option.
- f) User has to provide the UDIN number that has to be verified.
- g) User need to enter the Captcha

**VERIFY UDIN BY AUTHORITIES/REGULATORS/BANKS/OTHERS**  
(Please provide the following mandatory information to Verify UDIN)

Verifier\*

Regulators

Name of Verifier\*

BANK

Enter Mobile No\*

+91 882

Invalid Mobile Number 3/10 Characters

Enter E-mail \*


jyoti0723@gmail.com

Type of UDIN Verification \*

☒ Single Verify
 ☐ Bulk Verify

Enter Unique Document Identification Number(UDIN) \*

0/18 Characters



Enter Captcha

☐ It is certified that the information provided by the aforementioned verifier is correct and is not impersonating any other Regulations/Authorities/Banks etc.

Send OTP

- h) After user clicks on Send OTP , two unique OTPs are sent to the mobile number and email id mentioned above.
- i) User needs to verify each OTP individually before proceeding.

Enter Email OTP

Verify OTP

Enter Mobile OTP

Verify OTP

Please wait 87 seconds before resending OTP.

Resend OTP

Remaining attempts: 4

- j) After the OTPs are verified, user will get an option to Verify the UDIN.

Send OTP

Verify UDIN

- k) After user clicks on Verify UDIN, a pop up appears with message that ***“UDIN has been Verified Successfully”***.



- l) After the user clicks on OK, the details of the verified UDIN appear.  
m) User has an option to Print the details of the verified UDIN.  
n) User will get a message in the document, if the UDIN can be revoked or not, basis the timeframe of generation.

Document Details			
Verification Date/Time	14-12-2025   13:41:37		
Created Date/Time	12-12-2025   10:04:46		
UDIN	25999995GNNLXK8714		
This UDIN can't be revoked any more.			
MRN/Name	999995 / Chitresh Sagar		
Firm Registration No.	Not Applicable/Individual Capacity		
Document Type	GST and Tax Audit		
Particulars of Section / Form under which Report issued	Form 10 CCB - Section 80-IA (7)		
Date of Signing of Document	01-12-2025		
Particulars : Figures/Values			
Particulars	Figures	Denomination	Converted Value
1 . Assessment Year	2025-2026		
2 . Testing 1	446511	Hundreds	44651100
Document Description	aaaaaaaaaaaaaaaa		
Status	Active		
Print			

## (ii) Bulk Verify

In case of Bulk Verify the following fields need to be entered by the verifier:

- Select the type of verifier that applies from the dropdown.
- Enter the name of the verifier.
- Enter the mobile number where the details will be sent along with OTP.
- Enter the email id where the details will be sent along with the OTP.
- User needs to select **Bulk Verify** option.

Verifier\*

Name of Verifier\*

Enter Mobile No\*

Enter e-mail\*


Type of UDIN Verification\* ☐ Single Verify ☒ Bulk Verify (Maximum 10 UDINs Allowed)

[Click here to Download Template](#) [Download Template](#) [Upload File](#)

1 UDIN Number\*

2 UDIN Number\*

[+ Add Row](#)



Enter Captcha

☐ It is certified that the information provided by the aforementioned verifier is correct and is not impersonating any other Regulations/Authorities/Banks etc.

f) User has the option to download the template and upload the UDINs in the same template.

Verifier\*

Name of Verifier\*

Enter Mobile No\*

Enter e-mail\*


Type of UDIN Verification\* ☐ Single Verify ☒ Bulk Verify (Maximum 10 UDINs Allowed)

[Click here to Download Template](#) [Download Template](#) [Upload File](#)

1 UDIN Number\*

2 UDIN Number\*

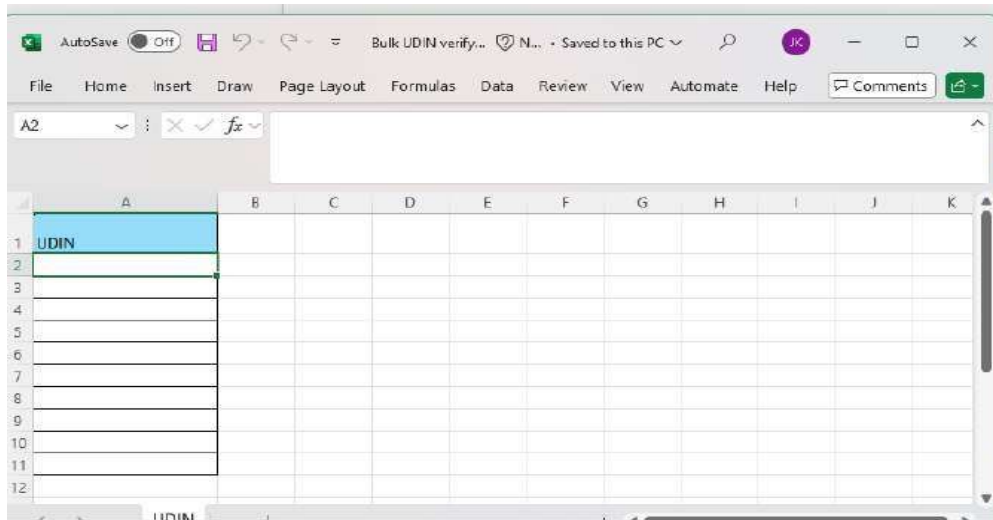
[+ Add Row](#)



Enter Captcha

☐ It is certified that the information provided by the aforementioned verifier is correct and is not impersonating any other Regulations/Authorities/Banks etc.

## Template



- g) User also has the option to provide the UDIN number that has to be verified, on the UI screen, up to a limit of 10.

Type of UDIN Verification \*

☐ Single Verify ☒ Bulk Verify (Maximum 10 UDINs Allowed)

[Click here to Download Template](#) [Download Template](#) [Upload File](#)

1	UDIN Number*	<input type="text"/>
2	UDIN Number*	<input type="text"/>
3	UDIN Number*	<input type="text"/>
4	UDIN Number*	<input type="text"/>

[+ Add Row](#) [Delete Last Row](#)

- h) User needs to enter the Captcha.
- i) After user clicks on Send OTP , two unique OTPs are sent to the mobile number and email id mentioned above.
- j) User needs to verify each OTP individually before proceeding.

- k) After the OTPs are verified, user will get an option to Verify the UDIN.

- l) After user clicks on Verify UDIN, a pop up appears with message that ***“X:UDINs Verified Successfully”, X is the number of UDIN.***



- m) After the user clicks on OK, the details of the verified UDIN appear, in a LIST format.
- n) User has an option to download the details of the verified UDIN, in a PDF format.

✓	Member Details	Firm Details	UDIN Number	Document Type	Document Sub Type	Date of Signing of Document	UDIN Generation Date/Time	Verification Date/Time	Status
✓	JDENHUL Human (ES5023)	Not Applicable/Individual Capacity	2583502375FYCN2551	GST and Tax Audit	Form 10 CCB - Section 504 (7)	03-08-2025	04-08-2025   15:20:45	12-08-2025   11:38:54	Verified
✓	JDENHUL Human (ES5023)	Not Applicable/Individual Capacity	25835023WHLVRO5595	Certificates	MGT-7 / MGT-7A	04-08-2025	05-08-2025   11:58:50	12-08-2025   11:38:54	Verified
✓	JDENHUL Human (ES5023)	Not Applicable/Individual Capacity	25835023ARFUD01856	GST and Tax Audit	Form 3CB - Section 44AB(d)	04-08-2025	05-08-2025   12:21:17	12-08-2025   11:38:54	Verified
✓	JDENHUL Human (ES5023)	Not Applicable/Individual Capacity	25835023KCFUG65507	Audit and Assurance Functions	Statutory Audit - Bank Branch	01-08-2025	02-08-2025   12:22:02	12-08-2025   11:38:54	Verified

Total Rows: 4