



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)
Document Name : User Manual of UDIN Portal
Version : 1.2
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.icaai.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. Praemna Kumar D
Vice-President, ICAI



CA. Satish Kumar Gupta
Convener, UDIN Implementation



CA. Chandrashekhar
Vasant Chitale
Deputy Convener, UDIN
Implementation

Jan. 20 2025: Additional information received during UDIN generation under GST & Tax Audit and Audit & Assurance Tax

[Announcements](#)
[What's New](#)
[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.

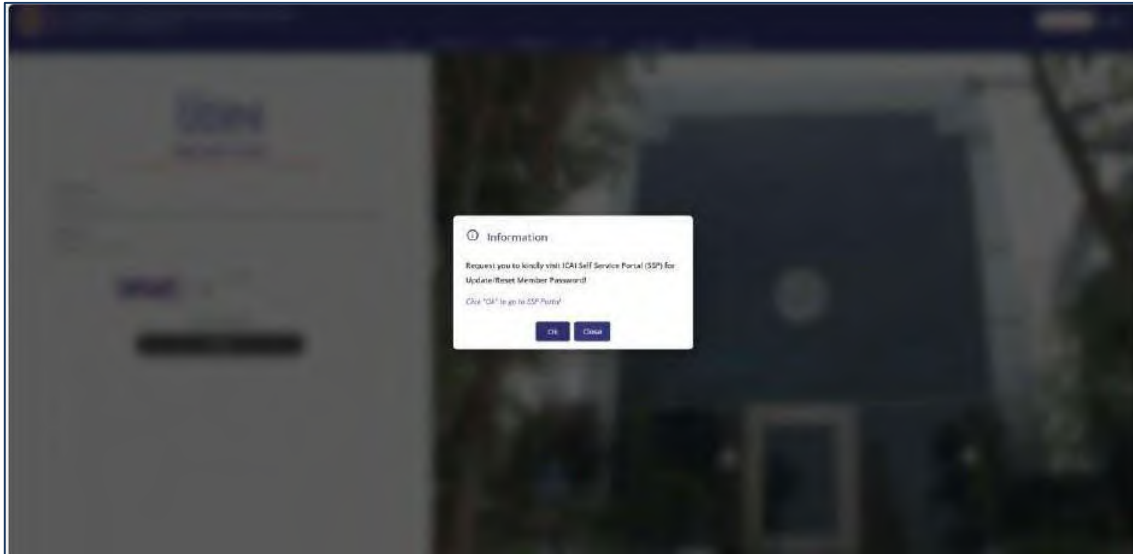


(i) Member Login:

- Enter the **Username** used at SSP Portal to login: MRN@icai.org (*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.

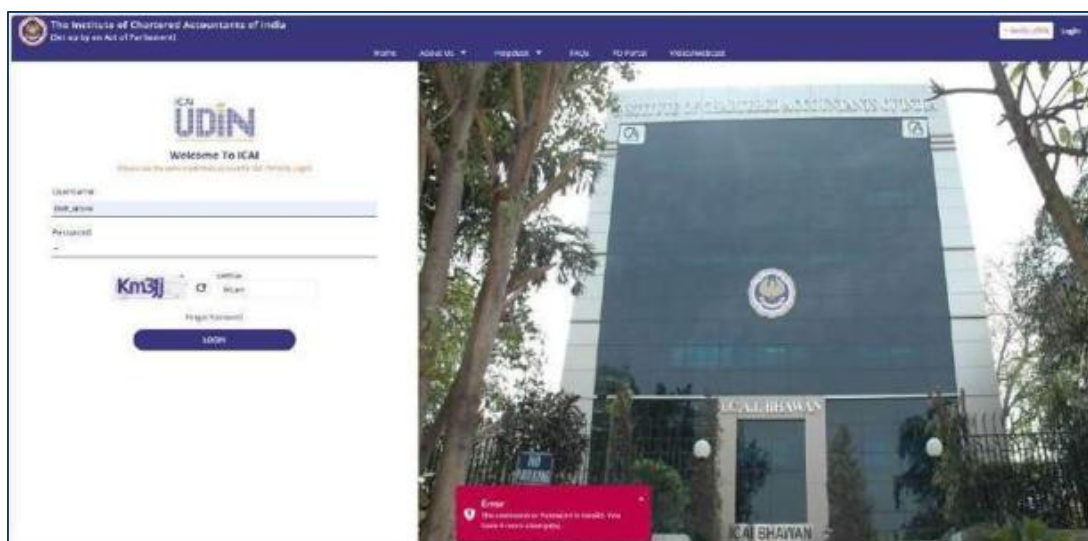


Steps to Follow:

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.

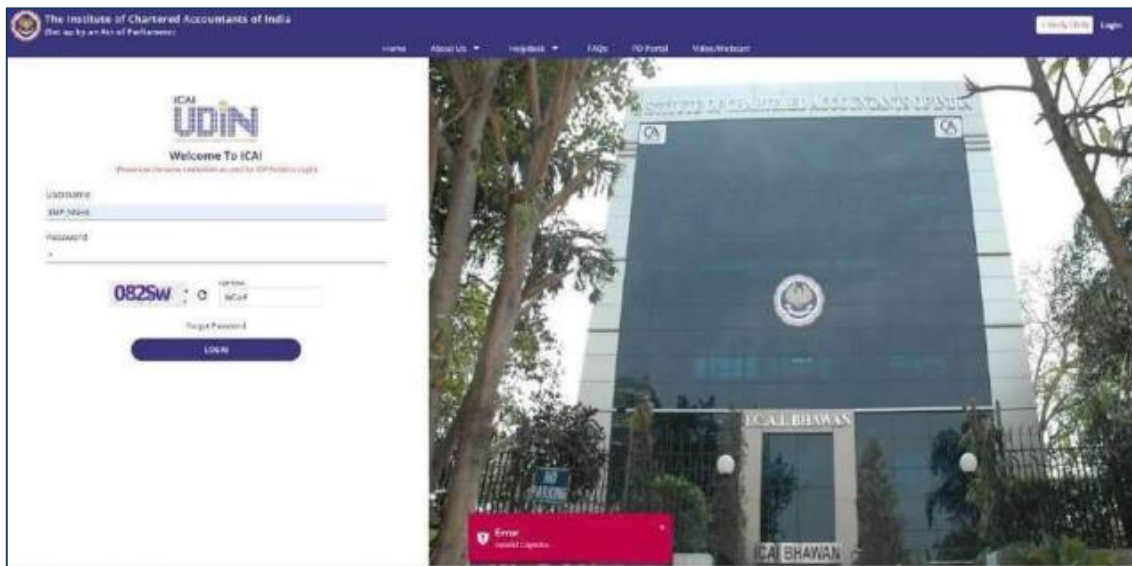
b) **Invalid Login Attempt**

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

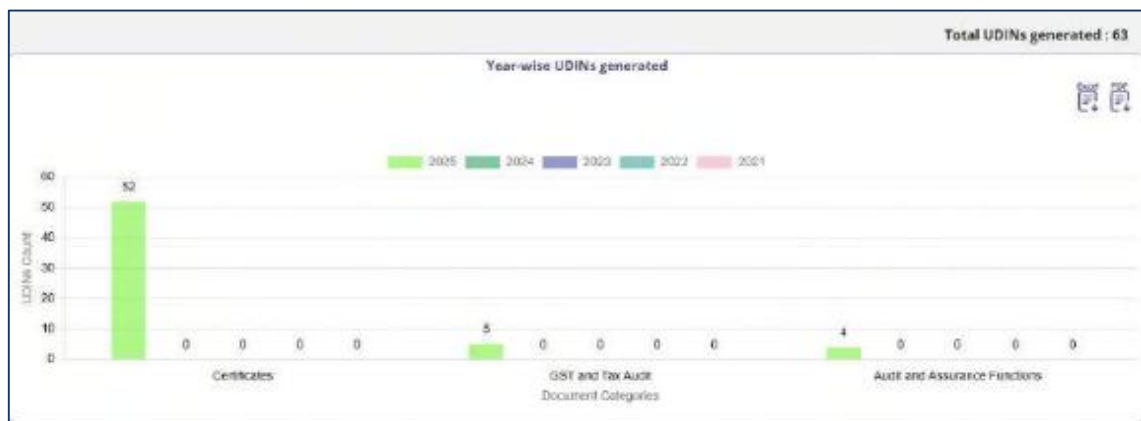
When user enter an incorrect CAPTCHA code during login, the UDIN portal immediately flags the error to prevent unauthorized or automated access.



(ii) Member Dashboard

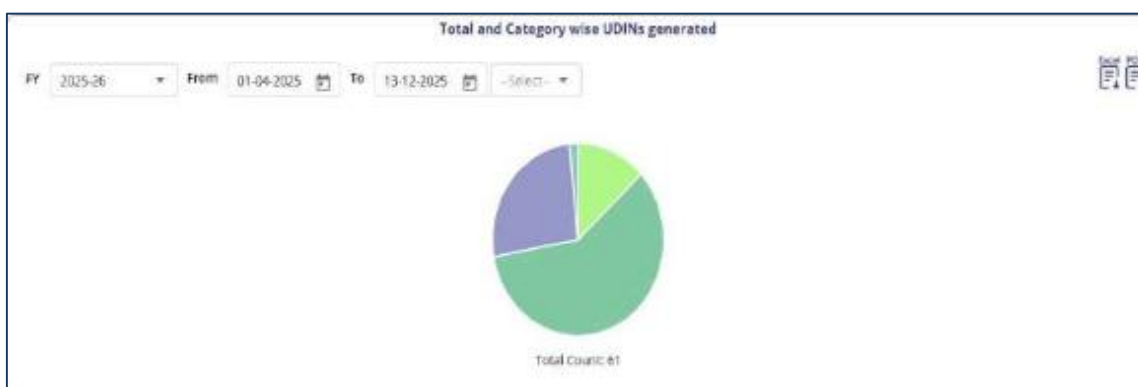
After a successful login, the **Member Dashboard** appears by default, providing visual insights and data summaries related to UDIN.

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

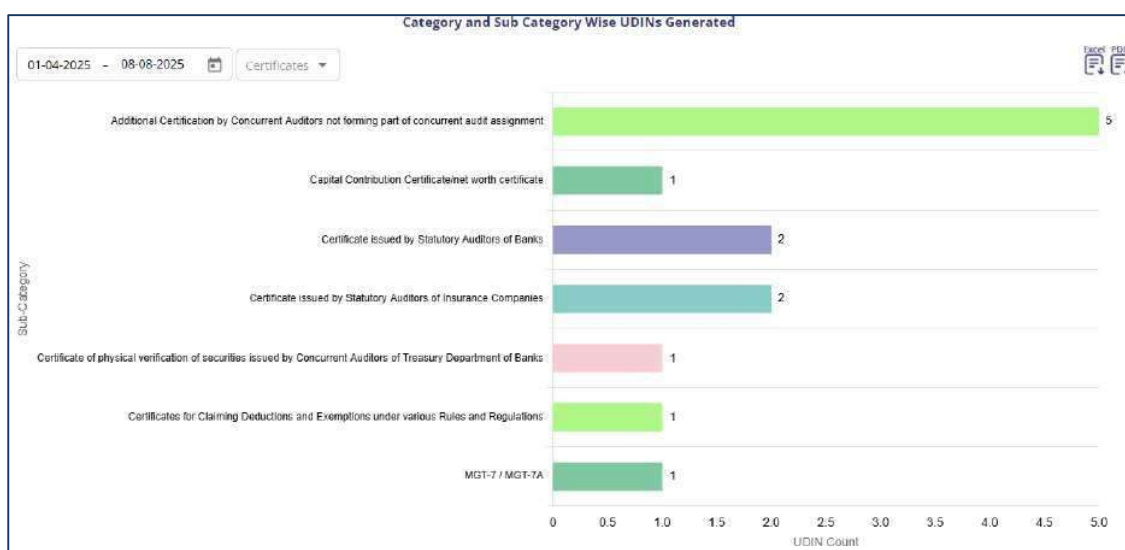


b) Pie Chart: Displays the total and category-wise UDINs generated by the member. By default, it shows UDINs generated during the current calendar year. A Custom Calendar option is available to allow the member to filter the details as per their requirement.

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.

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.

- (i) Select Certificates to generate a UDIN under the Certificates category.
- (ii) Select the sub-category from the drop-down list.
- (iii) Select the Date of Signing from the calendar.
- (iv) Fill in all the required parameters and their corresponding values/figures.
- (v) 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.
 - o A numerical input field will be displayed along with a corresponding denomination field.
 - o 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.
 - o An alphanumeric input field (without denomination) will be shown.
 - o 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 *

Date of Signing of Document * (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

[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 now disabled. Two new buttons, 'Preview' and 'Save Draft', are visible at the bottom of the form. The 'Preview' button is highlighted with a red rectangle.

- (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 st	Testing 1	123456.78	Actual	1,23,456.78
2 nd	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.

UDIN:	25343434ILXHJL2338
MEN/Name:	999995 / Chirish Sagar
Firm Registration No.:	Not Applicable/Individual Capacity
Document Type:	Certificates
Type of certificate:	Certificate in form LSCB
Date of Signing of Document:	10-12-2025
Created Date/Time:	11-12-2025 12:04:22
Status:	Active

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

Document Description:	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 *
Unmodified Opinion
Qualified Report
Adverse Opinion
Disclaimer of Opinion

Key Audit Matter (KAM)*

Emphasis of Matter (EOM)*

Other Matter*

Material Uncertainty related to Going Concern*

Entity Type* --Select--

Auditor's Opinion on Financial Statements

Is Auditor's Opinion 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 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' (DD-MM-YYYY) 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 HDDPND9129L Pincode 515106
Your Firm Registration Number (FRN) *		Not Applicable/Individual Capacity		
UDIN Generation code FRN will be shared with the respective firm in charge.				
Document Type *		<input checked="" type="radio"/> Certificates		
Figures/Values (Do Not Disclose Client Details) <small>Kindly only use the template file provided.</small>				
<div>Download Template</div> <div>Upload File</div>				
S.No	Type of Certificate *	Date of Signing of Document *	Particulars *	Figures *
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div>Add Row</div> <div>Delete Last Row</div>				

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.

List UDIN										
Filter your results										
<div> <div>Search</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
1	25999995GNNLX8714	<input type="checkbox"/>	999995	Not Applicable/Individual Capacity	GST and Tax Audit	Form 10 CCB - Sectio ...more	aaaaaaaaaa ...more	01-12-2025	2025-2026	12-12-20
2	25999995UBHQ6480	<input type="checkbox"/>	999995	Not Applicable/Individual Capacity	GST and Tax Audit	Form 10 CCB - Sectio ...more	aaaaa	01-12-2025	2025-2026	14-12-20

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		aaaaaaaaaaaaaaaa	
			

(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 : JHGFE3574B 3. Particulars : 9768.0	generating ...more	N/A	Active	Print Revoke
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	Print Revoke
25 15:16:10	1. Particulars : 577.98 2. WDV of Fixed Assets : 57 3. Assessment Year : 2020-2021	UDIN	N/A	Active	Print Revoke
25 15:16:10	1. Particulars : 68976.0 2. PAN of the Assessee/ Auditee : CAHPK9706H 3. Particulars : 68976.0	Bulk udin	N/A	Active	Print Revoke
25 15:16:10	1. Particulars : 5688.87	generating ...more	N/A	Active	Print Revoke
25 15:16:10	1. Particulars : 769.0 2. PAN of the Assessee/ Auditee : JHGS5769J 3. Particulars : 769.0	generating ...more	N/A	Active	Print Revoke
25 15:16:10	1. Particulars : 2000.0 2. PAN of the Assessee/ Auditee : ADFFG1234H 3. Particulars : 2000.0	UDIN	N/A	Active	Print Revoke

- (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.



- (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:	25888885G2NLEKX8714		
MRN/Name:	888885 / Chitrash 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/AY:	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	(Hundredth)	4,46,51,100
Document Description: xxxxxxxxxxxx			



(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 Set up by an Act of Parliament </div> <div> DashboardGenerate UDINBuy UDINList UDINSave Draft ListClearanceFAQs </div> <div> CA [your Name] (83022) </div>									
List UDIN									
Filter your results									
Search									
	scope	Document Description	Date of Document	AY/AY	Created Date/Time	Remarks	Status	Financial Figures/Particulars	Actions
	Additional Certificate	details of	11-08-2025		11-08-2025 14:01:35		Active	test data 1: 123 (Hundredth): 12,300 test data 2: 456 (Thousandth): 4,56,000	Print Revoke

- (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 Government Auditors not forming part of contract audit assignment

Document Date

01-08-2025

Created Date/Time

08-08-2025 | 11:28:30

Financial Figures/Particulars

test data 1: 123 (Hundredth)

12,300

test data 2: 456 (Thousandth)

4,56,000

Document Description

document description for testing

Remarks

document description for testing

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 ...more	test 1: 123 (Hundreds): 12,300 test 2: 456 (Thousands): 4,56,000	Print

(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.

The Institute of Chartered Accountants of India (Set up by an Act of Parliament)										
Dashboard Generate UDIN Bulk UDIN List UDIN Saved Draft List Grievance FAQs										
Saved Draft List										
S.No.	MRN	File	Document Type/Subtype	Date of Document	Created Date/Time	Document Description	Remarks	Type	Actions	
1	839025	Not Applicable/Individual Capacity	GST and Tax Audit F. ...more	22-07-2025	22-07-2025 16:58:28	Tax docum. ...more	N/A	Single UDIN	Edit	Delete
2	839026	Not Applicable/Individual Capacity	GST and Tax Audit F. ...more	22-07-2025	22-07-2025 16:58:48	Tax Descri. ...more	N/A	Single UDIN	Edit	Delete
3	839027	Not Applicable/Individual Capacity	Audit and Assurance ...more	16-07-2025	22-07-2025 15:15:18	DRBINGGG ...more	N/A	Single UDIN	Edit	Delete
4	839028	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	Edit	Delete
5	839029	Not Applicable/Individual Capacity	GST and Tax Audit A. ...more	22-07-2025	22-07-2025 12:50:54	Testing to ...more	N/A	Single UDIN	Edit	Delete
6	839030	Not Applicable/Individual Capacity	GST and Tax Audit A. ...more	16-07-2025	22-07-2025 12:30:04	Tax Descri. ...more	N/A	Single UDIN	Edit	Delete
7	839031	Not Applicable/Individual Capacity	GST and Tax Audit F. ...more	16-07-2025	22-07-2025 11:58:06	Testing De. ...more	N/A	Single UDIN	Edit	Delete
										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.

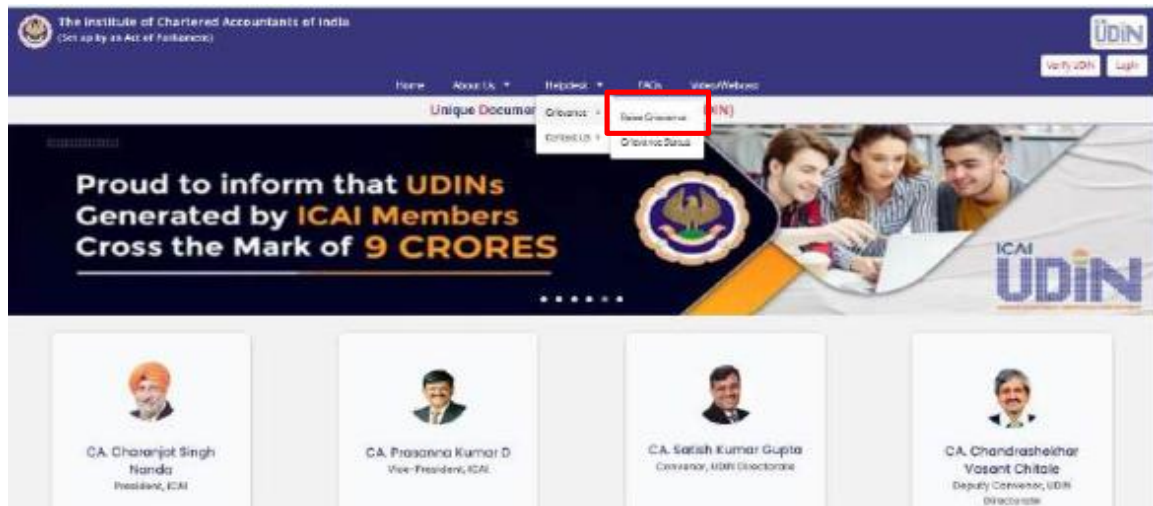
(vii) Drafts remain available until submitted or deleted.

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

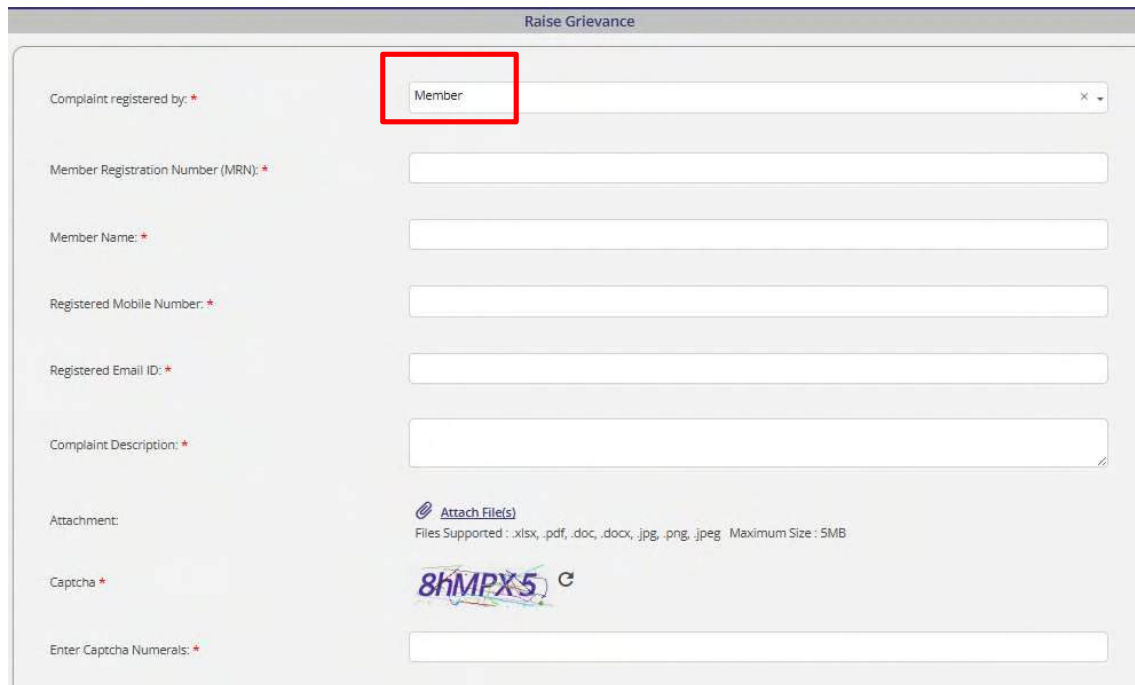


- (i) **Raise Grievance:** Enables users to lodge complaints, report any issues encountered with UDIN, or provide suggestions.
- (ii) **Grievance Status:** Allows users to track the status of previously submitted grievances, offering transparency and follow-up clarity.

(i) 📄 Raise Grievance

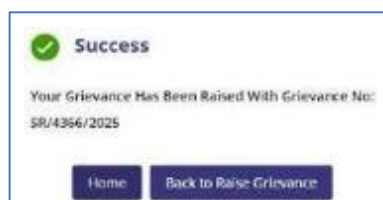
The **Raise Grievance** form enables users to submit complaints /issues/suggestions related to UDIN.

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

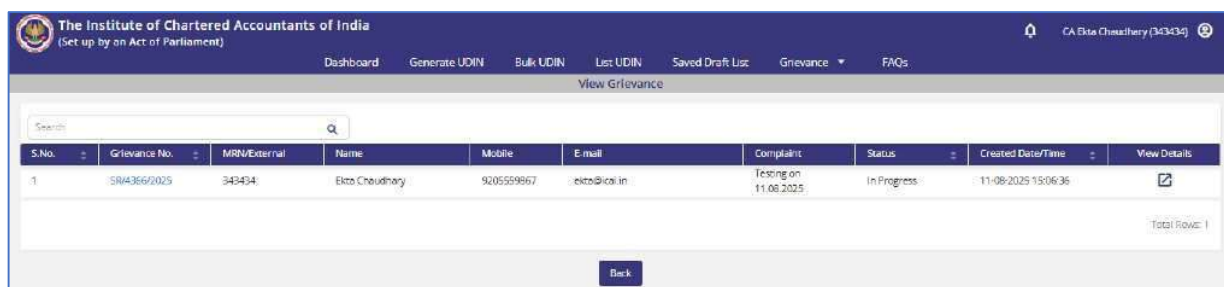


Form Field:

- (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.

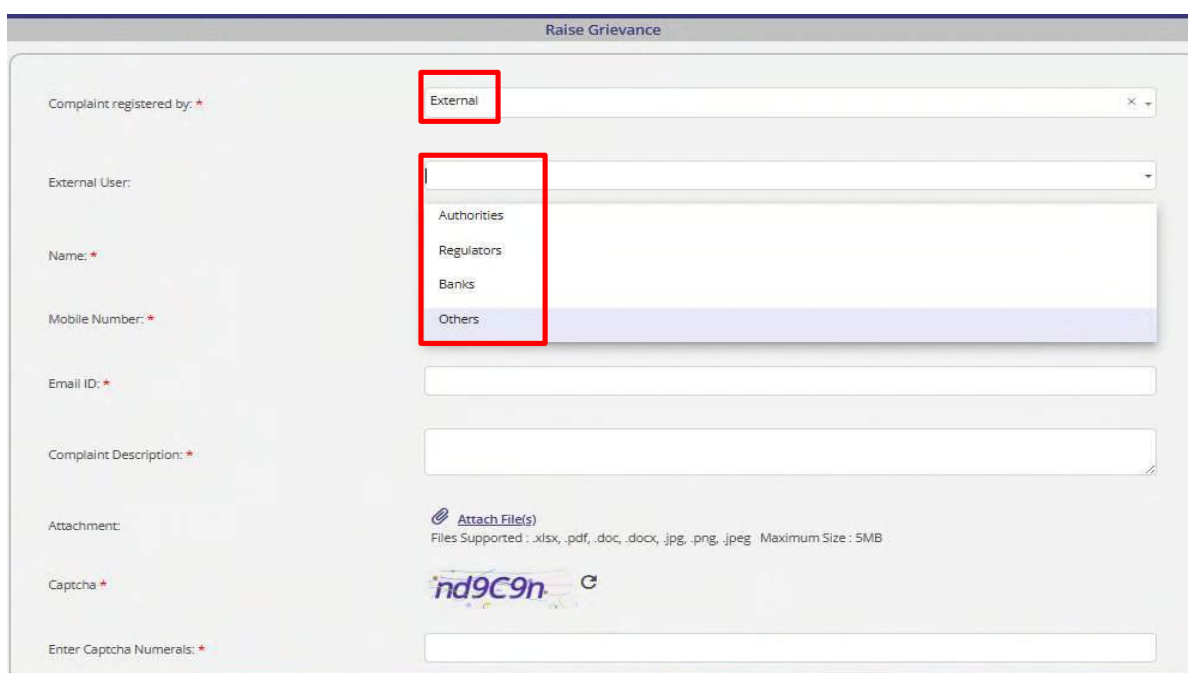


The screenshot shows the ICAI dashboard with a 'View Grievance' section. It contains a table with the following data:

S.No.	Grievance No.	MRN/External	Name	Mobile	E-mail	Complaint	Status	Created Date/Time	View Details
1	SR/A366/2025	343434	Ekta Choudhary	9205559967	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 CAPTCHA image showing '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: [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** button

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

View Grievances

S.No.	Grievance No.	MRN/External	Name	Mobile	Email	Complete	Status	Created On/Time	View Details
1	SR/4366/2025	401001	Ayushi Sharma	9987654321	ayushi.sharma@icai.in	Testing event	In Progress	11-07-2025 14:32:15	
2	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	
3	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	
4	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	
5	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	
6	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	
7	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	
8	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	
9	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	
10	SR/4366/2025	401001	Verkaat Sai	929100677	02511@icai.org	test	In Progress	12-04-2025 20:40:06	

1 2 3 4 5 6 7 8 9 10

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

Complaints

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*	<div>Regulators</div>
Name of Verifier*	<div>BANK</div>
Enter Mobile No*	<div>+91 882</div> <div>Invalid Mobile Number 3/10 Characters</div>
Enter E-mail *	<div>jyoti0723@gmail.com</div>
Type of UDIN Verification *	<div><input checked="" type="radio"/> Single Verify <input type="radio"/> Bulk Verify</div>
Enter Unique Document Identification Number(UDIN) *	<div></div> <div>0/18 Characters</div>

atA6k
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	25999995GNNLKX8714		
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	aaaaaaaaaaaaaa		
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* 8/10 Characters

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*

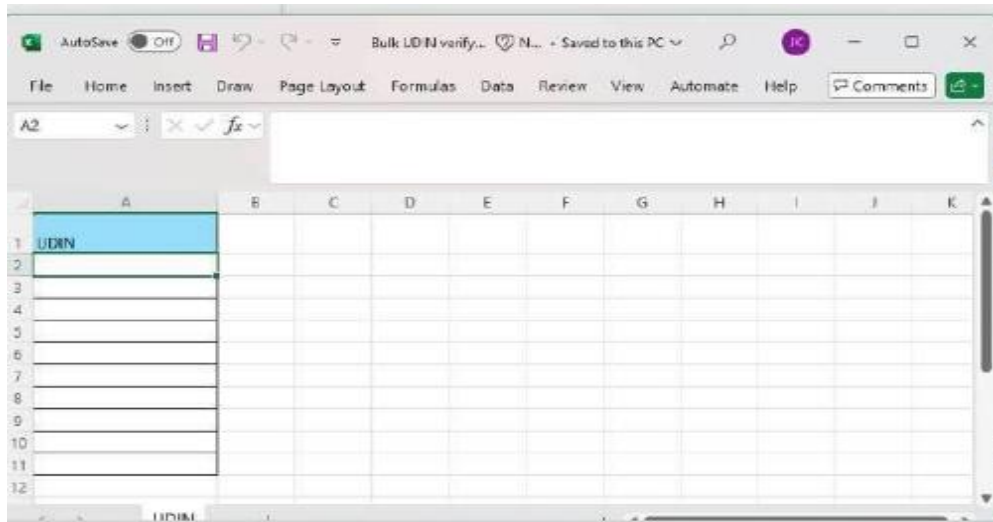
[+ Add Row](#)



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 (ES5923)	Not Applicable/Individual Capacity	258350237SPYCN2551	GST and Tax Audit	Form 10 CCB - Section 504 (2)	03-08-2025	04-08-2025 15:20:45	12-08-2025 11:38:54	Verified
✓	JDENHUL HUMAN (ES5923)	Not Applicable/Individual Capacity	25835023WHLVRO5598	Certificates	MGT 3 / MGT 24	04-08-2025	05-08-2025 11:58:50	12-08-2025 11:38:54	Verified
✓	JDENHUL HUMAN (ES5923)	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 (ES5923)	Not Applicable/Individual Capacity	25825023KCFUG5507	Audit and Assurance Functions	Statutory Audit - Bank Branch	01-08-2025	02-08-2025 12:29:02	12-08-2025 11:38:54	Verified

Total Rows: 4