

KNN/FD/UDIN/20-21

DT: 10.12.2020

Office Order

SUB: Verification Chartered Accountants Certificates by Unique Document Identification Number (UDIN)

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The financial documents/certificates attested by third person misrepresenting themselves as CA Members are misleading the Authorities and Stakeholders. ICAI is also receiving number of complaints of signatures of CAs being forged by non CAs. To curb the malpractices, the Professional Development Committee of ICAI has implemented innovative concept of UDIN i.e. Unique Document Identification Number.

02. All certificates are being made mandatory to have UDIN with effect from 1 February, 2019 as per the Council decision taken at its 379<sup>th</sup> Meeting held on 17<sup>th</sup> December, 2018. This practice has to be implemented by all the CAs.

03. All documents/certificates issued by a CA should have a UDIN generated through the ICAI Portal. Any such certificates without UDIN should not be considered and should be treated as an invalid document.

04. The KNNL has been obtaining various documents certified by the CAs which are submitted during the tender in support of the financial status of the firm/individual contractor/agency. Any certificate received without UDIN is not valid and can not be treated as authenticated document.

05. You are therefore directed to obtain all certificates certified by the CAs with UDIN and verify the authenticity of the document in ICAI portal (<https://udin.icai.org/search-udin>) for its confirmation. The certificates authenticated in the portal only needs to be considered. For certificates prior to the implementation of UDIN, physical confirmation may be obtained from the issuer.

06. This may be adhered strictly, failing which action will be taken on the concerned officers.

Yours faithfully,

MANAGING DIRECTOR

To:

1. All CEs/SEs/EEs, KNNL

2. C&D (Admin/Accounts), GM-Finance, CS-KNNL, SE (RO)-KNNL