

FREQUENTLY ASKED QUESTIONS (FAQs)

Updated on April 24, 2024

1. What is Unique Document Identification Number (UDIN)?

Unique Document Identification Number (UDIN) is a 20-digit auto generated alpha numeric number for placement on auditors' reports signed by practicing members.

2. What is the objective of UDIN?

The objective of UDIN for auditors' reports is to enhance the trust of users of audited financial statements in the authenticity of the auditors' reports that these have been issued by authorized practicing members.

3. Whether UDIN is mandatory for every type of auditors' reports issued?

No. UDIN is mandatory for the following types of auditors' reports only:

- a) Auditors' Report on General Purpose Financial Statements;
- b) Auditors' Review Report on Interim Financial Information;
- c) Auditors' Review Report on Statement of Compliance with the Code of Corporate Governance, both for public and corporate sector; and
- d) *Audit report on Regulatory Returns of Insurance Company*

4. Who can generate UDIN?

Relevant engagement partner can generate UDIN as an authorized user.

5. Is there any fee for registration or generation of UDIN?

No. There is no fee for registration or generation of UDIN.

6. Can all the members have access to the UDIN portal?

No. Only practicing members of the Institute can access the UDIN portal.

7. Can a partner generate UDIN for the auditors' reports signed by another partner?

No. The engagement partner will have to obtain UDIN through his own login for each report.

8. How can a practicing member register on the UDIN Portal?

To register on UDIN, practicing member will follow the below steps:

Step 1	Login to members' secured area.
Step 2	Click on the link to UDIN Portal.
Step 3	Click "First Time Registration"
Step 4	Registration window will open where auto filled data will appear containing information as per Institute's Membership records.
Step 5	Check to ensure that all the particulars displayed are correct.
Step 6	Enter CAPTCHA and then click "Send Authorization Code". An authorization code will be sent on the registered mobile number and email address of the practicing member.

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Step 7	Enter authorization code as received. A temporary Username and Password will be sent on the registered email address and mobile number for first time login to UDIN portal.
Step 8	Change temporary username and password for security purposes (This step is mandatory). Thereafter, user may change the password at any time through “Change Password” button.

9. How can a practicing member generate UDIN?

To generate UDIN, practicing member will follow the below steps:

Step 1	Go to UDIN portal on the Members’ secured area and click login and enter Username and Password.
Step 2	Click “Generate UDIN” from the menu bar.
Step 3	Select “Name of the Firm”, if practicing in two firms.
Step 4	Select “Nature of Client (Company/AOP/Sole Proprietorship)”. In case of Company and AOP, the member will have to select if the Company/AOP is a “Public Interest Company”.
Step 5	Enter “Client Registration Number in the case of Company, NTN in the case of AOP and CNIC in the case of Sole Proprietorship”.
Step 6	Enter “Client Legal Name”.
Step 7	Select “Sector”.
Step 8	Select “City of Engagement”.
Step 9	Select “Report Type” i.e. (i) Audit Report, (ii) Review Report (on Interim Financial Information) and (iii) Review Report on Statement of Compliance with the Code of Corporate Governance.
Step 10	“Type of Audit Opinion” & “Type of Modification” (only in case of Audit Report and Review Report on Interim Financial Information).
Step 11	Select “Reporting Period from” and “Reporting Period to”.
Step 12	Enter information as required. Certain key financial data from the financial statements audited or reviewed will be required to be entered, in case of Report Types (i) and (ii) as mentioned in step 9 above.
Step 13	Enter CAPTCHA and then Click the button “Send Authorization Code”. An authorization code will be sent on registered mobile number and email address of the practicing member.
Step 14	Enter authorization code as received and click “Submit”.
Step 15	A preview of all the details entered for generating the UDIN will be displayed along with 3 buttons i.e. “Back”, “Save” and “Confirm”.
Step 16	If there is any change/error in the data, click “Back” button and make corrections, or click “Confirm” to generate UDIN or click “Save” to save the entered data.
Step 17	Practicing member can logout after saving and return later to generate UDIN when needed.

10. How will a practicing member, who has saved the data, generate UDIN in future?

There will be list of saved draft UDIN requests on the dashboard and the practicing member can click on any of these and “Confirm” the data entered and follow the next steps to generate UDIN.

11. How can a practicing member generate new password in case he forgets the password?

Step 1	Go to Login form.
Step 2	Click “Forgot Password”.

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Step 3	Enter the UDIN's username and click "Reset Password". A link will be sent on the registered email address.
Step 4	The practicing member will have to click the link and enter new password and click "Reset Password". The new password will be set.

12. When to generate UDIN?

UDIN is to be generated on or before the date of signing of audit report.

13. Can the data of UDIN be edited after UDIN is generated?

For now in the system, the UDIN data can be edited within a period of 90 days from the date of generation of UDIN. In order to allow subsequent correction, a preview option is available for up to 90 days from the date of generating UDIN. If there is any change/error in the data, then practicing member will have the option to click "Back" button to edit the information. It may be noted that the e-verification of UDIN on the audit report would be in respect of the UDIN data residing at that point of time.

14. Is there any option of not using the UDIN after generation?

Yes, the practicing member has the option of not using the UDIN after generation by withdrawing it within 90 days from the date of UDIN generation.

15. Can a practicing member search UDINs generated by him?

Yes. UDIN generated by the practicing member can be tracked through "Search" option from their UDIN portal.

**16. Is there any limit or restriction on the number of UDIN to be generated in a Day/ Month/ Year?
How many UDINs can be generated by a practicing member?**

No. There is no limit on generation of UDIN by a practicing member and there is no restriction on the number of UDINs to be generated in a Day/ Month/ Year.

17. Where UDIN is required to be mentioned/placed on auditors' reports?

UDIN shall be placed/printed below the date and place mentioned on the auditors' reports issued by the engagement partner.

18. Whether fresh registration on the UDIN portal is required for every financial year?

No. There is no need for fresh registration on the UDIN portal for every financial year.

19. Whether one UDIN can be used for multiple auditors' report generated?

No. A separate UDIN is required for each auditors' report.

20. What is the consequence of not placing UDIN on the auditors' reports?

UDIN placing has been made mandatory as per the Council Decision hence not placing UDIN on the relevant auditors' reports will result in non-compliance of the Council's Directive 4.27 and attract disciplinary sanctions as per the relevant provisions of the Chartered Accountants Ordinance, 1961.

21. In case a practicing member is a partner in two firms as allowed under Directive 4.01, which Firm's name should be mentioned by the practicing member while generating UDIN?

The Firm on behalf of which the practicing member is signing the auditors' report should be selected while generating the UDIN by clicking the name of the firm in the drop-down list.

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22. Is UDIN required to be mentioned on audit reports for prior periods?

No. UDIN is not required to be mentioned on audit reports for periods ended September 30, 2021 and earlier.

23. Would the clients of audit firms require to mention UDIN on Financial Statements?

The UDIN would only need to be mentioned on Auditors' Reports.

24. Who will require UDIN verification?

Any user of financial statements including, authorities, regulators, banks, and others may require UDIN verification.

25. Are the user's of financial statements allowed to verify UDIN from ICAP's UDIN portal?

Yes, the users of the financial statement can electronically verify the authenticity of auditors' reports from ICAP's UDIN Portal. The link is <https://member.icap.org.pk/udin/index.php>.

26. How user's of financial statements can verify UDIN?

Step 1	Please click on Verify UDIN
Step 2	A window for entering few details for verification will open.
Step 3	Enter the details such as Name of the Authority, Mobile Number and Email-id of the person searching the UDIN and the UDIN.
Step 4	Enter OTP received on mobile / email.
Step 5	If the UDIN does not confirms then a message of same will appear and if UDIN confirms then a window will open to ask for certain financial information from the document for which the UDIN is required to be verified.
Step 6	The Authorities/Regulators/Banks/others shall enter such information
Step 7	When information matches the screen will display the message UDIN Verified If the information does not match the screen will display UDIN Not verified

27. Whether the User's require to file any nominated staff for e-verification?

Nominations are not required to be submitted.

28. When UDIN portal notifies that "UDIN is verified", what does that mean?

It authenticates that the UDIN is generated by the practicing member of the Institute for the audit report issued by them.

29. When the UDIN is verified, does the Institute confirm the authenticity of the documents attached with the auditors' reports?

When UDIN is verified, the Institute only authenticates that the report is issued by the practicing member appointed as the Auditor.

30. What option is available to verifier when the web portal notifies as "UDIN Not verified"?

When "UDIN not verified" notifications appear on UDIN portal, the verifier shall refer this case back to the person who has submitted the reports to them and/or may also seek written confirmation from respective audit partner for authentication of audit reports issued by them.

31. Is ICAP responsible for unverified UDIN from the portal?

No, ICAP does not assume any responsibility of the unverified UDIN.

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32. How the confidentiality of Client's data would be ensured and what measures are taken?

Client's confidential data would be entered by the concerned engagement partner himself and such data would not be available for any unauthorized use. There would no disclosure of Client's data to anyone. UDIN would only be verified if authorized person enters the data along with UDIN in ICAP's UDIN Portal.

33. Would the UDIN require to be mentioned on Auditors' Reports, which are part of published financial statements?

Yes, Auditors have to ensure that UDIN is mentioned on Auditors' Report which is part of published financial statement.

34. Would UDIN require to be placed on Auditors' Report of Sole Proprietors and Partnership firms?

UDIN would require to be mentioned on all following Auditors' reports irrespective of the legal type of entities:

- a) Auditors' Report on General Purpose Financial Statements;
- b) Auditors' Review Report on Interim Financial Information;
- c) Auditors' Review Report on Statement of Compliance with the Code of Corporate Governance; and
- d) *Audit report on Regulatory Returns of Insurance Company*

35. Whether Separate UDIN would be required by Joint Auditors?

In case of joint auditors, all the signing auditors have to obtain UDIN Separately and mention their UDINs individually on the reports signed by them.

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