

FAQS ON EMPLOYEE COMPANY SECRETARIES IDENTIFICATION NUMBER (ECSIN)



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

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Preface

Employee Company Secretaries Identification Number is a unique number which is mandatorily required to be generated by every member of the Institute who is in employment in any capacity at the time of appointment and at the time of resignation unless exempted under the Guidelines. Generation of eCSIN is a very simple process for which no document is required to be uploaded by the member.

As a step towards regulation of the profession, the Council of the Institute of Company Secretaries of India has recently issued the ICSI (Employee Company Secretaries Identification Number) Guidelines, 2019 which provides for generation of this unique number eCSIN. These guidelines are effective from October 01, 2019.

This would bring more transparency by helping in identification about the organisations wherein Company Secretaries are employed.

In an endeavour to facilitate the members in generation of eCSIN, the Institute has come out with this booklet to provide guidance in the form of FAQs.

I would like to place on record, my deep appreciation for the efforts put in by CS Deepa Khatri, Deputy Director, Directorate of Professional Development, Perspective Planning and Futuristic Planning led by CS Samir Raheja, Director under the Guidance of CS Manish Gupta, Council Member and CS Ashok Kumar Dixit, Officiating Secretary, ICSI, in bringing out this informative booklet.

New Delhi

7th January, 2020

CS Ranjeet Pandey

President

FAQs ON EMPLOYEE COMPANY SECRETARIES IDENTIFICATION NUMBER (eCSIN)

1. What is the objective of Employee Company Secretary Identification Number (eCSIN) Guidelines, 2019?

The Company Secretaries Act, 1980 provides for the regulation and development of the profession of Company Secretaries. The Guidelines will enable the Institute to identify the Company Secretary employed in a particular company/ PCS firm etc. and bring more transparency. This will facilitate the members to update their professional address in the Register of Members maintained by the Institute in terms of Regulation 3 of The Company Secretaries Regulations, 1982.

The guidelines ICSI (Company Secretaries Identification Number (ECSIN), 2019) are placed at **“Annexure A”**.

2. From when eCSIN is Mandatory?

- i. The members in respect of whose appointment, form 32 (under the provisions of erstwhile Companies Act, 1956) or form DIR-12 (under the provisions of the Companies Act, 2013) has already been filed, shall mandatorily be required to generate eCSIN on or before 31st December, 2019 or such other time and date as may be specified by the ICSI.

- ii the members who are in employment in any capacity as of 30th September, 2019 shall mandatorily be required to generate eCSIN on or before 31st December, 2019 or such other time and date as may be specified by the ICSI.
- iii members entering into or ceasing to be in employment as Company Secretary (KMP) on or after 1st October, 2019, shall mandatorily be required to generate eCSIN and Quote the same on the respective consent / resignation letter, which is required to be attached with e-form DIR-12.

3. What is the structure of 18 digits in eCSIN?

The structure of the eCSIN Number is:

R/E A XXXXXX A YYYYYYY C

First 1 digit is R/E: R for Cessation / E for Employment

Next 1 digit is A/F: A for Associate Member (ACS)/ F for Fellow Member (FCS)

Next 6 digits are XXXXXX: Membership Number of the professional

Next 1 digit is A: Financial Year
(A equivalent to 2019-20, B equivalent to 2020-21, C equivalent to 2021-22)

Next 9 digits are : Running series of
YYYYYYYYY eCSINs generated

4. Who is required to generate eCSIN and when?

Every member of the Institute who is in employment

by whatever designation is required to generate eCSIN at the time of appointment and at the time of resignation unless exempted under these Guidelines.

5. Who are exempted from the requirements of eCSIN?

In terms of Para 6 of the eCSIN Guidelines, the requirement of eCSIN generation shall not apply in case of members who are -

- (a) Sitting Members of Parliament or of any State or UT Legislative Assembly
- (b) Serving Members of Judiciary/ Tribunals and Quasi-Judicial Bodies
- (c) Serving Members of Civil Services and allied disciplines
- (d) Serving Members of Armed Forces and Paramilitary forces
- (e) Serving Diplomats
- (f) Members in permanent employment with Central Government, State Government(s), Regulatory Bodies, Government Organizations
- (g) Members registered with any registered Bar Council of India.
- (h) Members holding Certificate of Practice issued by ICSI or any other professional bodies in India

Provided further that, the requirement of eCSIN generation shall also not apply in case of Members who are specifically exempted by the Council of ICSI on case to case basis.

6. Para 6(f) of eCSIN Guidelines provides exemption to members who are in permanent employment with Government organisation. Please explain the term

‘Government Organisations’ whether it includes Public Sector Undertakings (“PSUs”) also.

The term ‘Government Organisations’ means and includes Ministries of Central Government or State Government and their respective departments but in any case does not include any State or Central PSU. Therefore, a member working in PSU is required to generate eCSIN.

Members employed with any statutory bodies such as ICAI, ICSI ICAI-Cost, Institute of Insolvency Professionals, Registered valuer Organisations or any other autonomous body are required to comply with provisions of these guidelines and are required to generate eCSIN.

7. Whether any advocate having membership of bar council of India is exempted from eCSIN guidelines.

Yes, as per para 6 of eCSIN guidelines the requirement of generating and mentioning eCSIN shall not apply to Members registered with any registered Bar Council in India.

8. Whether a company Secretary who is working in a Practising CS / CA / CMA/ Law firm etc. (“practising firm”) is required to generate eCSIN

A Company Secretary who is not having certificate of practice and employed on a non-retainer ship basis with practising firm is required to comply with provisions of these guidelines, hence to generate eCSIN.

9. Is it mandatory to generate eCSIN for members for whom form 32 (under the provisions of erstwhile Companies Act, 1956) or form DIR-12 (under the provisions of the Companies Act, 2013) has been filed up to and including 30th September, 2019?

Yes, It is mandatory to generate eCSIN for the members in respect of whose appointment Form 32 (under erstwhile Companies Act, 1956) or DIR-12 (under the Companies Act, 2013) has been filed and who are continuing to be employed in such organisation on or after October 1, 2019.

Such members may generate eCSIN on or before 31st December, 2019 or upto the extended date, if any.

10. Whether generation of eCSIN is an annual requirement.

No, eCSIN is required to be generated at the time of appointment and/ or cessation only.

In terms of Para 9(b) of eCSIN Guidelines, eCSIN shall be mandatorily required to be quoted at the time of renewal of membership of a member who is in employment to ensure the compliance of Regulation 3 of the Company Secretaries Regulations, 1982.

In case of any change in the employment, the same is again required to be generated for new company.

11. If a member is not in employment, whether it is required to generate eCSIN or not?

There is no requirement of generation of eCSIN if a member is not in any employment.

12. If a member is working at a designation other than Company Secretary (Eg. Assistant CS / Manager Secretarial / Head Legal / Head Compliance/ Head HR / CFO etc.) and whose DIR-12 has not been filed with MCA, whether it is required to generate eCSIN.

Yes as per Para 4(a) of eCSIN Guidelines, 2019, the members who are in employment in any capacity as of 30th September, 2019 shall mandatorily be required to generate eCSIN.

Therefore, a member, who is in employment in any capacity or department / profile in any company/ firm or otherwise is required to generate eCSIN.

13. Whether every member who is in employment is required to generate eCSIN.

Yes, every member, who is in employment in India or abroad in any capacity or department / profile in any company/ firm or etc. is required to generate eCSIN.

14. When the eCSIN should be generated and where it is to be mentioned?

As per Para 4(a) of the ICSI eCSIN Guidelines, 2019, eCSIN shall be generated at the time of issuing the consent letter/ acceptance letter or tendering the resignation or cessation letter.

As per Para 5(a) of the ICSI eCSIN Guidelines, 2019, eCSIN shall be mentioned along with the membership number on consent letter/ acceptance letter or the resignation or cessation letter (as the case may be).

15. What is to be done after mentioning the eCSIN on the consent letter?

As per Para 5 (a) of the ICSI eCSIN Guidelines, 2019, in case e-form DIR 12 or such other form as may be prescribed under the Companies Act, 2013 and rules made thereunder is being filed, the consent letter or the resignation letter containing the eCSIN must be attached to such form.

16. When to generate eCSIN?

eCSIN shall be generated by the member at the time of issuing the consent letter or tendering the resignation / cessation letter to the employer appointed as Company Secretary or otherwise,

unless exempted under para 6 of the Guidelines.

Consent letter means the letter to be given in terms of the provisions of section 203 of the Companies Act, 2013 and Rule 8 and Rule 8A of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 for appointment as a Company Secretary.

In case of appointment other than as a Company Secretary under section 203 of the Companies Act, 2013, the Consent Letter shall mean the acceptance letter.

17. Is there any fee for generation of eCSIN?

There is no fee applicable for generation of eCSIN.

18. What information is required for generating eCSIN?

Following information is required at the time of generation of eCSIN-

- i. Membership Number
- ii. Name of Employer
- iii. Employer CIN Number/ PAN Number
- iv. Employee Designation
- v. Address, website, if any and Phone Number of Employer
- vi. Date of Appointment
- vii. Date of Notice of Resignation/ Date of Notice of Termination of Employment
- viii. Date of Cessation of Employment
- ix. Total annual emoluments (Cost to Company)

19. How eCSIN is generated?

The eCSIN shall be generated by a member at the eCSIN portal maintained by ICSI. The eCSIN will be shared by the portal only through electronic means on the email id registered with the Institute.

20. How to register at eCSIN Portal?

Users are required to first register themselves by clicking on the “Membership Registration” menu from the header at the eCSIN Portal at ICSI website.

The screenshot shows the eCSIN Portal interface. At the top, there is a header with the ICSI logo and text: "THE INSTITUTE OF Company Secretaries of India" and "भारतीय कम्पनी सचिव संस्थान". Below this, there is a navigation bar with links: "ICSI Home", "eCSIN Home", "Member Registration", and "PCS Portal". The "Member Registration" link is highlighted with a downward arrow. To the right of the navigation bar, there is a status bar that says "Users Registered: 17 Generated: 25" and "To change / update the email and mobile number, please Click Here". Below the navigation bar, there is a section titled "Membership Registration". Inside this section, there is a sub-section titled "FIRST TIME REGISTRATION FOR MEMBERS". Below this, there is a text prompt: "Please fill below details to register on eCSIN Portal. Credentials will sent on the Email ID as registered with ICSI". There are three input fields: "ACS/FCS:" with a dropdown menu showing "--Select--", "Membership Number (MRN)", and "Date of Birth (DD/MM/YYYY)". Below these fields is a "Submit" button.

Users will be prompted to enter the following details (all items are mandatory):

- **ACS/FCS — Choose ACS or FCS**

Select the ACS/FCS.

- **Membership Number (MRN)**

Enter the Member Registration Number.

- **Date of Birth**

Enter the Date of birth.

Once the user entered the above details as shown in the above screen shot and click on the submit button, a popup window will appear with the success message and the user has to click on the OK button to create a new password. Please follow the next section **Create Password** for the further steps.

In case of insufficient details provided, the registration will not move forward.

21. How to login to eCSIN portal?

Users who were registered as ACS/FCS Members on

eCSIN Portal can login by following below mentioned steps:

- Enter their User Name (Membership Number ex: A1234/F1234) and
- Enter their Password (Password is generated at the time of 'Member Registration')
- Click on the Login button


The username rules are:

- The members username should be the membership number registered with eCSIN portal
- The username will be either in the format of AXXXX or FXXXX, in which A and F refers to the type of ACS or FCS and XXXX should be a number

Create Password

After the successful registration to the eCSIN, the user is redirected to Create Password page.

localhost:55178/Home/CreatePassword

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To change / update the email and mobile number, please Click Here

ICS HomeeCSIN HomeMember RegistrationPCS Portal

Create Password

Create Password

The password should be alphanumeric and minimum 8 characters of length. It does not allow special characters (Ex: ab@123).

Confirm Password

Submit

The user is prompted to enter the password and re-enter the password to make sure the password should match.

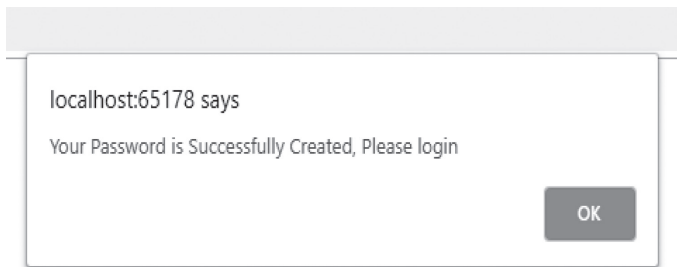
Password

The Passwords must be at least six characters long and contain at least one letter character and one number. No special characters are allowed. Passwords are case sensitive.

Retype Password

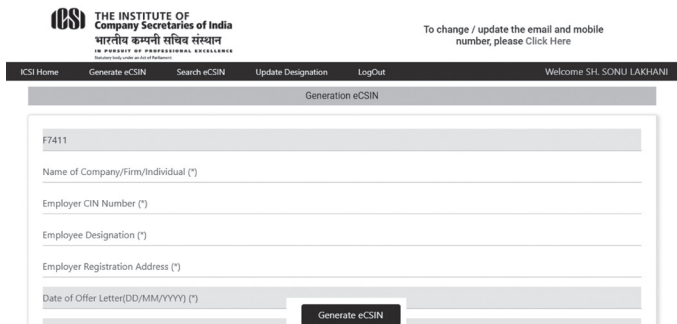
As a security check, users will be asked to retype their password.

Once the user enters the password and confirms it then clicks on the Submit button, the user is prompted with a popup with success message with an option to click on "OK" to proceed further.



22. How to generate eCSIN.

The registered user can generate the eCSIN. After login to eCSIN, the user will be redirected to the eCSIN generation page as shown below. The member registration number is auto populated and there is no need to enter this value by user. All the fields in the eCSIN generation page are mandatory.



After entering all the fields, the user needs to click

on the “Generate eCSIN” button, the user will be shown with status message and upon the successful registration, an email will be sent to the member's registered Email id.

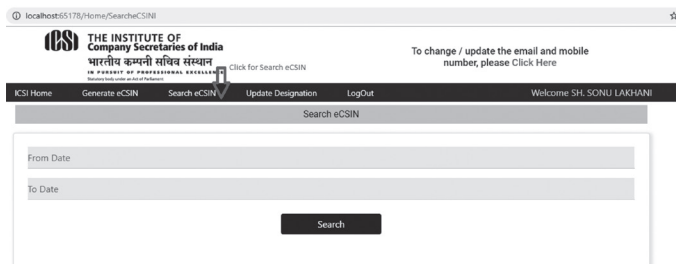


Only one eCSIN can be generated at any given point of time.

A member cannot hold multiple active eCSIN at any point of time. If the member wants to create a new eCSIN, then the member should generate cessation eCSIN and then only a new eCSIN can be generated.

23. How to Search the eCSIN generated by user?

The user can perform a search to know the eCSIN number list. The user should enter the start and end date to know the eCSIN numbers generated by him and both active and/ or inactive eCSIN numbers will be listed.



ICSI Home		Generate eCSIN	Search eCSIN	Update Designation	LogOut	Welcome SH. SONU LAKHIA		
eCSIN Details								
								Download List
S.No	eCSIN Number	Date of eCSIN	Date of Update Designation	CIN No. of Employer	Name of Company/Firm/Individual	Date of Appointment	Date of Cessation	Status
1	RF007411A000000140	16/08/2019 03:34:58	16/08/2019 03:48:08	12234567876543	Test	16/08/2019	16/08/2019	Status:Inactive
2	RF007411A000000140	16/08/2019 03:34:58	16/08/2019 03:53:02	12234567876543	Test	16/08/2019	16/08/2019	Status:Inactive
3	RF007411A000000151	16/08/2019 04:13:31		123456788	TestToday	16/08/2019	17/08/2019	Status:Inactive
4	RF007411A000000162	16/08/2019 04:22:28		123345662	Test2	16/08/2019	16/08/2019	Status:Inactive
5	EF007411A000000239	19/08/2019 11:49:38		12345678	Test My Company	20/08/2019	17/08/2019	Status:Active
								Cessation eCSIN


The user has been provided an option to download all the eCSIN numbers both in active/inactive status.

24. Where eCSIN should be mentioned?

eCSIN should be mentioned on the consent/ acceptance letter or Resignation Letter along with the membership number of member.

25. Can anybody view the details related to eCSIN ?

Prospective Employers, Regulatory Body and other stakeholders may at any time verify the authenticity of eCSIN on eCSIN Web Portal by providing eCSIN.

 THE INSTITUTE OF Company Secretaries of India भारतीय कंपनी सेक्रेटरी संस्थान <small>IN PURSUIT OF PROFESSIONAL EXCELLENCE</small> <small>Member since 19th September 1929</small>		Users Registered: 1533 Generated: 792 To change / update the email and mobile number, please Click Here
ICSI Home	eCSIN Home	Member Registration
eCSIN Verification		
VERIFY eCSIN AUTHORITIES/REGULATORS/BANKS/OTHERS (Please provide the following mandatory information to verify eCSIN)		
Enter Unique eCSIN <input type="text"/>		
<input type="button" value="Verify"/>		
DISCLAIMER This eCSIN System has been developed by ICSI to facilitate its members for verification of their appointment or cessation as the case may be. However, ICSI assumes no responsibility for verification and authenticity of the information provided by the Members and the concerned member(s) shall alone be responsible thereof.		
Helpdesk FAQs Guidelines		

26. How many eCSIN can be generated at one point of time?

As per Para 7 of eCSIN Guidelines, a member can generate only one eCSIN at one point of time. A Member can generate another eCSIN at the time of registering of cessation of that employment.

27. In case, the member is Company Secretary of a holding company as well as appointed as Company Secretary in one of its subsidiary company, what procedure is required to be followed to generate eCSIN for the subsidiary company?


As per Para 4 of the eCSIN Guidelines, the Competent Authority may allot, exempt, alter or otherwise deal with generation of eCSIN on a special request of a member in special circumstances which may be required under the prevailing law or otherwise.

The Secretary, ICSI or any other person / authority as may be designated by him shall be the Competent Authority under clause 4(a) of these Guidelines.

A request in this regard addressed to Secretary, ICSI may be sent to the email id ecsin@icsi.edu in the format placed at 'Annexure B'.

28. How to generate new password if member forgets the password?

Member needs to click the Forgot Password link and enter his membership number and date of birth, new password will be sent to his e-mail id registered with ICSI.

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Users Registered: 1641 Generated: 860
To change / update the email and mobile
number, please Click Here

ICSI HomeeCSIN HomeMember RegistrationICSI Portal

Forgot Password

Please input your details below to generate eCSIN credentials.
These credentials will be sent you through email with ICSI

Membership Number

DOB(DD/MM/YYYY)

Submit

DISCLAIMER
This eCSIN System has been developed by ICSI to facilitate its members for verification of their appointment or cessation as the case may be.
However, ICSI assumes no responsibility for verification and authenticity of the information provided by the Members and the concerned member(s) shall alone be responsible thereof.

Helpdesk FAQs Guidelines
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- 29. In case a person appointed at a designation other than Company Secretary and after few months/ years re-designated/ elevated as Company Secretary in the same company. What date is to be written for 'Date of appointment'?**

In case a person was originally appointed at a designation other than company secretary, he/she has to write date of appointment of present designation as on October 01, 2019 and in the remarks column, he should write the other relevant details of his employment like elevated from the earlier designated position.

On or after October 01, 2019, you are required to update the details and provide the new designation and date of change in designation.

- 30. Which date needs to be mentioned as 'date of appointment'. Is it the date of appointment letter/ date of joining/ date of Board Meeting?**

Date of appointment is the date mentioned in the Appointment letter issued by the employer from which the appointment becomes effective.

- 31. At what time the eCSIN is required to be generated. What if a person has submitted consent letter to a company without quoting eCSIN.**

In terms of eCSIN Guidelines, eCSIN should be generated at the time of issue of consent letter.

However, in case it could not be generated on the date of consent letter/ mentioned on Consent letter on account of various reasons such as non-availability of date of appointment, please ensure that eCSIN should be communicated to the employer and in case of requirement of filing of DIR-12, it should be mentioned with the consent letter to be attached with DIR-12.

32. Whether the 'Consent date' can be before the 'appointment date'

Yes, 'Consent date' can be before the 'appointment date'

33. In case of old appointment, consent letter cannot be located, what should be done?

In very old specific cases, where consent letter could not be located, members can fill the date of appointment as date of consent letter also.

34. In case of foreign companies or temporary employee of government organisations, they don't have CIN/PAN, what to do.?

Member can select PAN no. and fill any registration number of the organisation and make the number of digits as 10 preceding ZZZZZZ, i.e. ZZZZZZ230.

35. In case the person is working as an employee (other than CS) in Holding Company 'A' and thereafter appointed as 'Company Secretary' in its subsidiary Company 'B'. Whether eCSIN is to be generated for both the appointments as the Guidelines provide that eCSIN is to be generated by members employed as Company Secretary or otherwise.

eCSIN should be generated for the appointment in the company for which Form DIR-12 is filed with MCA.

Section 203 provides the prescribed companies shall have a whole-time key managerial personnel.

36. In case, the member is Company Secretary of a holding company as well as appointed as Company Secretary in more than one subsidiary company, what procedure is required to be followed to generate eCSIN for all those subsidiary companies?

The provisions of Section 203 of the Companies Act, 2013 allows a KMP of Holding Company to act KMP

of Subsidiary Company as well. The generation of eCSIN is restricted to the extent of one wholly owned subsidiary company only.

37. Can eCSIN for appointment in subsidiary be generated prior to generation of eCSIN for holding company?

No. eCSIN for appointment in the holding company needs to be generated first.

In case, the person has generated eCSIN for subsidiary first, then he has to generate cessation eCSIN for this. Thereafter, generate eCSIN for holding company and then make a request for the generation of eCSIN for subsidiary company by following the prescribed procedure.

38. In case, appointment date is before October 01, 2019 (effective date of eCSIN Guidelines) and resignation is after October 01, 2019, whether generation of eCSIN is required?

Since resignation is after the October 01, 2019 (effective date of eCSIN Guidelines), therefore, the member is required to first generate the eCSIN for employment and thereafter to generate the eCSIN for resignation.

39. I have generated eCSIN at the time of resignation from the post of Company Secretary. Now I am giving new consent letter for appointment in other company. So, whether is it require to generate new eCSIN? Or is it ok if I provide the already generated eCSIN?

For every new appointment and resignation, a separate eCSIN is required to be generated.

40. I have generated my eCSIN. Please let me know where I need to intimate this number. Also, is there an expiry of the eCSIN?

For appointment made before 30.09.2019, eCSIN is

required to be generated before the prescribed date and is not required to be communicated or intimated to anyone.

Further, there is no expiry of eCSIN generated. All the records of appointment eCSIN and cessation eCSIN are recorded in the database of the Institute.

41. What is the process to update Designation?

The employee designation will be updated using the update designation menu in the eCSIN. The user has to provide the details for the following fields :

- Employee's New Designation
- Date of Change in Designation (DD/MM/YYYY)

The screenshot shows the eCSIN system interface. At the top, there is a header with the logo of The Institute of Company Secretaries of India and text in English and Hindi. Below the header, there is a navigation bar with links: KSI Home, Generate eCSIN, Search eCSIN, Update Designation (highlighted with a cursor), and LogOut. To the right of the navigation bar, there is a welcome message: "Welcome SH. SONU LAKHANI".

The main content area is titled "Update Designation". It contains a form with the following fields:

- F7411T9
- TestAk
- 12234567876543
- TestLeadLead2
- Current Employee Designation
- Noida
- 2019-08-20
- Date of Change Designation(DD/MM/YYYY)

At the bottom of the form, there is a button labeled "Update eCSIN".

After Clicking on "Update eCSIN" button for updating the respective eCSIN, the successf message will appear.

ICSI Home	Generate eCSIN	Search eCSIN	Update Designation	LogOut	Welcome SH. SONU LAKHANI
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Update Designation

Designation has been updated successfully.

F7411T9

TestAk

12234567876543

TestLeadLead2

42. Which type of details can be updated?

A Member can update any change in designation, change in date of consent letter or date of appointment. However, Name of employer, CIN/ PAN of employer can be changed by securing a specific approval by making a specific request to **ecsin@icsi.edu** by submitting the supporting documents.

43. Whether updating the details at the eCSIN portal would be sufficient or it also need to update in the ICSI Register of Members.

Details updated at eCSIN would be automatically updated with the database of members of ICSI and shall also be visible in the 'Members' Search'.

44. What is the process of eCSIN Cessation?

The user has been provided an option to generate the resignation eCSIN through the Cessation functionality, which is provided on clicking the button 'Register of eCSIN Generation'. In order to generate eCSIN cessation, the user has to search for the active eCSIN numbers and can click on the Cessation eCSIN button by providing the following details :

- Enter Reason for Cessation - provide the reason for cessation in the corresponding field
- Enter Date of Cessation/Notice of Termination Employment
- Enter Date of Cessation of Employment

localhost:55178/Home/Cancel/eCSIN?eCSINGenerationId=25&UserId=17&MemberName=SH.%20SONU.%20LAKHANI%20%20&eCSINGeneratedNo=EF007411A000000239&Date=

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To change / update the email and mobile number, please Click Here

ICS Home Generate eCSIN Search eCSIN Update Designation LogOut Welcome SH. SONU LAKHANI

Cessation

Status Date/Time:	19/08/2019
eCSIN:	EF007411A000000239
Members Name:	SH. SONU LAKHANI
CIN Number	12345678
Employee Address:	Delhi NCR
Date of Signing:	19/08/2019
Date of Appointment:	20/08/2019
Status:	Active

Enter Reason for Cessation:

Enter Date of Cessation/Notice of Termination Employment:

Enter Date of Cessation of Employment:

Cessation accepted by the Company/Board/management: Yes ☒ No ☐

Submit

After clicking on Submit button for Cessation, the user will be prompted with the updated status.

localhost:55178/Home/Cancel/eCSIN

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To change / update the email and mobile number, please Click Here

ICS Home Generate eCSIN Search eCSIN Update Designation LogOut Welcome SH. SONU LAKHANI

Cessation

eCSIN Number RF007411A000000239 is Revoked Successfully on 20/08/2019 05:08:41

45. What are the consequences of violation of these guidelines?

As per para 9 of eCSIN Guidelines, Consequences of Violation are as under:

- (a) Any non-compliance or defective compliance with these Guidelines shall render the members liable for action under the Company Secretaries Act, 1980 read with First Schedule and Second Schedule to the Company Secretaries Act, 1980.
- (b) eCSIN shall be mandatorily required at the time of renewal of membership of a member who is in employment to ensure the compliance of Regulation 3 of The Company Secretaries Regulations, 1982.

46. Whether a member who has defaulted in payment of membership fee can generate eCSIN?

Para 7 of eCSIN guidelines provides that Members with an active membership can only register at the designated website.

47. If a Company Secretary has inadvertently missed obtaining eCSIN before filing his/ her appointment form DIR-12. Can she/ he obtain it post filing of DIR-12? Would there be any consequences for such bonafide error. What can be done to undo the said mistake?

In such cases, the member is first advised to immediately generate the eCSIN to update his records with ICSI and also intimate ICSI through email at eCSIN @icsi.edu about the same henceforth.

48. In case a Company Secretary has not generated eCSIN for appointment and resignation in one company but thereafter generated eCSIN for appointment thereafter. What is the consequence?

How can one make the default good? Can Institute suo motu take action?

Any non-compliances or defective compliance with these Guidelines shall render the members liable for action under the Company Secretaries Act, 1980 read with First Schedule and Second Schedule to the Company Secretaries Act, 1980

Institute may take appropriate action as per the provisions of the Company Secretaries Act, 1980

49. Whether the generation of eCSIN is also required for members of the Institute who are employed in foreign companies / firms / agency having or not having business operations in India?

Yes, the eCSIN is required to be generated, as the member is employed in that foreign companies / firms / agency irrespective of his / her designation and employers having or not having any business operations in India.

50. Whether the generation of eCSIN is also required for members of the Institute who are employed in Indian Company but posted outside India.

Yes, the eCSIN is required to be generated, as the member is employed.

51. Whether the generation of eCSIN is also required for members of the Institute who are employed in Banks / Financial Institutions / Universities / Colleges / Autonomous bodies / Partnership Firm / HUF / Societies / NGO's / Schools / Agencies etc.

Yes, the eCSIN is required to be generated by the members who are employed in Banks / Financial Institutions / Universities / Colleges / Autonomous bodies / Partnership Firm / HUF / Societies / NGO's / Schools / Agencies etc. irrespective of his designation.

- 52. A member of ICSI is a Company Secretary of Company A and Director of Company B. The member gets his remuneration from Company A. Please advise whether the member is required to obtain the eCSin only for Company A or for both.**

The eCSIN is required to be generated only for the employment as Company Secretary in Company A.

- 54. A member of ICSI is a Director of Company A and also a Director of Company B. He is a whole-time director of Company A and gets paid by Company A. For which company is he required to generate eCSIN.**

The eCSIN is required to be generated for the employment by whatsoever name called. In the present case, member is required to generate eCSIN as he is employed as Whole Time Director and also gets his remuneration for his position as Whole Time Director.

- 55. A member of ICSI is a Company Secretary of Company A and Director of various companies which pay commission/sitting fees to him. The member is full time employed with Company A and gets his remuneration also from Company A. For which company is he required to generate eCSIN.**

eCSIN is only required for the employment with Company A.

ANNEXURES

eCSIN GUIDELINES

ANNEXURE A

ICSI (Employee Company Secretaries Identification Number (eCSIN) Guidelines), 2019

(as approved by the Council in its 261st (Special) Meeting held on 27th June, 2019 at New Delhi and further amended by the Council in its 263rd Meeting held on 23 September, 2019 at New Delhi)

In exercise of the powers conferred by clause (1) of Part II of the Second Schedule to the Company Secretaries Act, 1980 as amended by the Company Secretaries (Amendment) Act, 2006, the Council of the Institute of Company Secretaries of India hereby issues the following guidelines:-

1. Short Title

These Guidelines may be called the ICSI (Employee Company Secretaries Identification Number) Guidelines, 2019

2. Objective

The Company Secretaries Act, 1980 provides for the regulation and development of the profession of Company Secretaries. Accordingly, in order to ensure that the objective of the Company Secretaries Act, 1980 is met, the need for Guidelines has become all the more necessary when the Companies Act, 2013 and rules framed thereunder have made specific provisions under section 203 and Rule 8 and Rule 8A of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 for appointment of Company Secretary. This will enable the Institute to identify a Company Secretary employed in a particular company and bring more transparency. Needless to mention that this will facilitate the members

to update their professional address in the Register of Members maintained by the Institute in terms of Regulation 3 of The Company Secretaries Regulations, 1982.

3. Registration at the eCSIN portal

- (a) The member of the Institute shall visit the website, i.e., ecsin.icsi.edu or any other designated website as may be approved by the Council and create a login id and password by entering the membership number, phone number, email id, Aadhaar Number issued by The Unique Identification Authority of India (UIDAI), Permanent Account Number (PAN) issued by The Income Tax Department and such other particulars as may be mandated by the Institute.
- (b) The login id would be verified through email or sms or by any other electronic mode.

4. eCSIN Generation

- (a) eCSIN shall be generated by the member at the time of issuing the consent letter or the resignation / cessation letter by such member to the employer for any job in any organization, whether as Company Secretary or otherwise, unless exempted under clause 6 of these Guidelines.

Provided that the Competent Authority of ICSI may allot, exempt, alter or otherwise deal with generation of eCSIN on a special request of a member in special circumstances which may be required under the prevailing law or otherwise.

Provided further that the Competent Authority may suo motu generate eCSIN in respect of any member or class of members including the members exempted under clause 6 of these Guidelines.

Explanation:

- (i) The consent letter here means the consent letter

to be given in terms of the provisions of section 203 of the Companies Act, 2013 and Rule 8 and Rule 8A of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 for appointment of Company Secretary. In case of appointment other than as Company Secretary under section 203 of the Companies Act, 2013, it shall mean the acceptance letter.

- (ii) The Secretary, ICSI or any other person / authority as may be designated by him shall be the Competent Authority under clause 4(a) of these Guidelines.
- (b) The eCSIN shall be a eighteen-digit system generated random unique alphanumeric number.
- (c) No document is required to be uploaded for creating login id or generating eCSIN.
- (d) eCSIN shall be shared only on registered email id of the members or through any other electronic mode.
- (e) Name of the member, ICSI Membership No., CIN of the company or any other registration number in case of employer other than a company, name of the Employer, Date of appointment / cessation, date of board resolution or Offer Letter or Agreement if available and total annual emoluments (cost to company) on the date of eCSIN generation shall be disclosed at the time of generation of eCSIN.
- (f) There shall be no fee for registration at the portal or generation of eCSIN.

5. Mentioning eCSIN

- (a) eCSIN generated at the time of issuing the consent letter or the resignation or cessation letter shall be mentioned along with the membership number on such letter.

- (b) In case e-form DIR 12 or such other form as may be prescribed under the Companies Act, 2013 and rules made thereunder is being filed with respect to the appointment or resignation or cessation of any member, the consent letter or the resignation letter or the cessation letter containing the eCSIN as per clause 4(a) of these Guidelines must be attached to such form.

6. Exemption from these Guidelines

The requirement of generating and mentioning eCSIN in accordance with these Guidelines shall not apply to -

- (a) Sitting Members of Parliament or of any State or UT Legislative Assembly
- (b) Serving Members of Judiciary/Tribunals and Quasi Judicial Bodies
- (c) Serving Members of Civil Services and allied disciplines
- (d) Serving Members of Armed Forces and Paramilitary forces
- (e) Serving Diplomats
- (f) Members in permanent employment with Central Government, State Government(s), Regulatory Bodies, Government Organizations
- (g) Members registered with any registered Bar Council of India.
- (h) Members holding Certificate of Practice issued by any other professional bodies in India Provided further that, the requirement of eCSIN generation shall also not apply in case of

7. Monitoring

- (i) Members with an active membership can register at the designated website.

- (ii) A member can generate only one eCSIN for one employer, once at the time of registering the appointment and another eCSIN for the same employer at the time of registering the cessation of that employment
- (iii) Prospective Employers, Regulatory Body and other stakeholders may at anytime verify the authenticity of eCSIN by visiting the designated website and registering at the designated website.

8. Applicability

- (a) Quoting eCSIN on the consent letter shall be mandatory for members entering into any employment as a Company Secretary (KMP) or otherwise.
- (b) Quoting eCSIN on the consent letters to be attached with the form DIR12 shall be mandatory for members entering into employment as Company Secretary w.e.f. 1st October, 2019 and till that time the same shall remain recommendatory.
- (c) The members in respect of whose appointment form 32 under the provisions of erstwhile Companies Act, 1956 or e-form DIR-12 under the provisions of the Companies Act, 2013 has already been filed or the members who are otherwise employed upto and including 30th September, 2019 shall mandatorily be required to generate eCSIN on or before 31st December, 2019 (or such other time and date as may be specified by the ICSI).

9. Consequences of Violation

- (a) Any non-compliance or defective compliance with these Guidelines shall render the members liable for action under the Company Secretaries Act, 1980 read with First Schedule and Second Schedule to the Company Secretaries Act, 1980.

- (b) eCSIN shall be mandatorily required at the time of renewal of membership of a member who is in employment to ensure the compliance of Regulation 3 of The Company Secretaries Regulations, 1982.

10. Confidentiality

The data uploaded by the members at the time of generation of eCSIN shall be confidential and not be construed as "information" under the Right to Information Act, 2005 except for the information accessible to the world at large on the portal of the Ministry of Corporate Affairs or on the ICSI portal or on the designated eCSIN website.

Format for approval for generation of second eCSIN

The Secretary

Date :

ICSI

Subject: Request to allot second eCSIN with regard to appointment in subsidiary company

Sir,

In terms of para 7 of ICSI (Employee Company Secretaries Identification Number (eCSIN) Guidelines), 2019, a member can generate only one eCSIN for one employer, once at the time of registering the appointment and another eCSIN for the same employer at the time of registering the cessation of that employment.

Also, section 203(3) of the Companies Act, 2013 provides that a whole-time key managerial personnel shall not hold office in more than one company except in its subsidiary company at the same time.

Therefore, in terms of first proviso to para 4 of the eCSIN Guidelines, a special request is hereby being made to allot two eCSINs, one for appointment in Holding company and another for appointment in its subsidiary company. The details are as under:

S. No.	Particulars	Details w.r.t. holding company	Details w.r.t. subsidiary company
1	Name and Membership Number		
2	Name of company		
3	CIN/ PAN		
4	Registered Address		

5	Email ID		
6	Employee Designation		
7	Whether DIR-12 filed for appointment		
7	Date of consent letter		
8	Date of appointment		
9	Date of offer letter		
10	Earlier eCSIN generated by user for holding company		----
11	Date of Board resolution passed by holding company for approval for appointment in subsidiary company		
12	Date of Board resolution passed by subsidiary company for appointment in subsidiary company		
13	Percentage of shares held by holding company in subsidiary company		
14	No. of companies wherein DIR-12 filed for appointment as Company Secretary		

I hereby declare that the information stated above is true to the best of my knowledge and belief.

I request you to kindly allot one more eCSIN for subsidiary company, as per the abovesaid details.

Yours faithfully,

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Name and signature of applicant

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