



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

15th January, 2020

Dear Professional Colleague,

Subject: Extension of time for generating eCSIN

As you are kindly aware the Institute of Company Secretaries of India (ICSI) has rolled out an initiative under the aegis of Employee Company Secretary Identification Number (eCSIN) to monitor the appointment and cessation of members in employment.

As per the ICSI (Employee Company Secretaries Identification Number) Guidelines, 2019, the quoting of eCSIN has been made mandatory for members entering into any employment as Company Secretary or otherwise and cessation thereof w.e.f 1st October, 2019. 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 have been required to generate eCSIN on or before 31st December, 2019.

The generation of eCSIN was extended from 31st December, 2019 to 15th January, 2020. In view of further requests of the members, the ICSI has once again extended the last date for generation of eCSIN from 15th January, 2020 to 29th February, 2020.

Members are requested to take note of the same and undertake the necessary compliance by the extended date.

Regards,

(CS Ashok Kumar Dixit)
Officiating Secretary
The Institute of Company Secretaries of India