



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

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CDSL/OPS/DP/TRANG/2019/478

September 23, 2019

### CDSL's DP TRAINING PROGRAMME

DPs are advised to note that a DP Training Programme conducted by CDSL, has been scheduled:

✓ **From Tuesday to Friday, October 15 to October 18, 2019 at Mumbai**

Details of the programme are as follows:

- The programme will be conducted from 9:30 A.M. to 5:30 P.M.
- Duration - Four days
- Location – Central Depository Services (I) Limited, A Wing, 25th Floor, Marathon Futorex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (E), Mumbai – 400013.
- Charges per person: **₹5,900.00** [₹5,000.00 plus taxes of ₹900.00].
- The cost includes breakfast, lunch, tea, training materials and a CD which contains soft copies of DP Operating Instructions, Communiqués, List of Reports, Contact List, DP User Manual, Bye-Laws, Compliance Manual, Inspection Manual, File Formats, *easi/easiest* operating instructions, Audit Checklist, PowerPoint presentations, etc.
- This 4-days comprehensive training programme covers the CDAS and DP Operations in depth.
- All Modules present in the CDAS System are explained by way of Power Point Presentations along with “hands-on” [i.e. data entry on the CDSL system in a TEST environment] is provided.
- Detailed explanations are given of account opening procedures, documents required for carrying out transactions, procedure to verify documents, data entry in the CDAS system, verification of transaction status, report management, etc.
- In-depth explanations on the features and benefits of CDSL's "*easi*" & "*easiest*" facilities and the registration / renewal procedure for the same.
- The session on “**Reports**” covers detailed explanations on the generation / set up / download of various reports in the CDSL system / uploaded to the DP-Billing folder, etc.
- Audit & Compliance session covers the submission of periodic Reports, Compliance, etc. by the DP and important control points from the Risk Management/Compliance perspective.
- A session on Insurance & Legal framework regarding Depositories.



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- ❑ A session on compliance requirements for anti-money laundering measures.
- ❑ On Day 4, a written test is conducted, successful candidates are issued a CERTIFICATE by Central Depository Services (India) Limited, Mumbai.
- ❑ Out-of-Mumbai candidates are advised to ensure that their “**return-journey**” arrangements are made only **after 8:00 P.M. on Friday, October 18, 2019**.

If DPs wish to nominate their staff/officials for training, DPs are advised to do registration for the programme at our CDSL website and submit cheque/DD payable in Mumbai or through NEFT, in favour of **Central Depository Services (India) Ltd.**

The detailed procedure of registration for the programme is enclosed as “**Annexure A**” and bank details of CDSL for making payment through NEFT is enclosed as “**Annexure B**”.

DPs are advised to also note the following:

- The charges are **payable in advance** in order to get a confirmed booking of seat(s).
- Seats will be allocated only on approval of registration by CDSL on a first-come-first-served basis.
- If a registered candidate fails to attend the programme for any reason whatsoever, the charges will not be refunded under any circumstances.
- Last date for accepting forms at CDSL, Mumbai, is **Friday, October 11, 2019** [18:00 hours] or until all seats are booked, whichever is earlier.

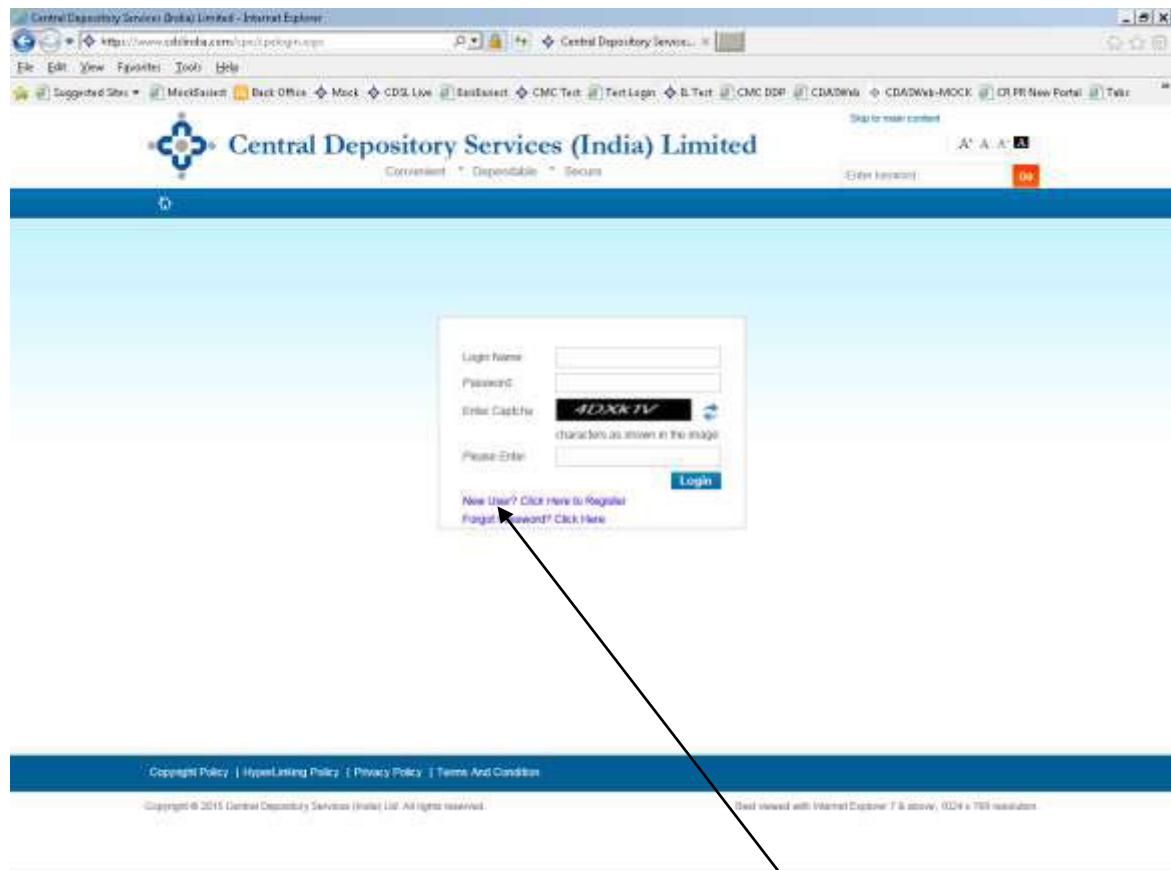
Queries regarding this programme may be addressed to **CDSL – Training** Ms. Ruchi Patil on (022) 2305-8502 or Ms. Priyanka Ayare on (022) 2305-8638. Emails may be sent to: [ruchip@cdslindia.com](mailto:ruchip@cdslindia.com) and [priyankaa@cdslindia.com](mailto:priyankaa@cdslindia.com).

sd/-

**Umesh Kambli**  
**Asst. Vice President – Operations**

## Registration Process for DP Training

Registrations for DP Training programme can be done at <https://www.cdslindia.com/cpe/cpelogin.aspx>




The login screen as given above appears. User will click on “New User”. Site will display the following screen and the user will have to fill the “User Registration” and click on “Submit” button.

Central Depository Services (India) Limited - Internet Explorer

http://www.cdilindia.com/pc/newuser-reg.htm.asp Central Depository Services

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Enter Keyword

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### User Registration

LogIn Name:  [Check Availability](#)

Password:

Confirm Password:

Security Question:

Security Answer:

Type of Candidate:

#### Personal Information

Salutation:

First Name:

Middle Name:

Last Name:

Name to appear in Certificate /Name as on PAN:

Gender:

Date of Birth:

#### Address for communication

Address1:

Address2:

Address3:

State:

City:

Pin Code:

Country:

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http://www.cdilindia.com/pc/newuser-reg.htm.asp Central Depository Services

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Suggested Sites Mock Back Office Mock CDL Live Test/Exam CMC Test Test Login B Test CMC DDP CDADWb CDADWb-MOCK DR PR New Portal Talk

#### Personal Information

Salutation:

First Name:

Middle Name:

Last Name:

Name to appear in Certificate /Name as on PAN:

Gender:

Date of Birth:

#### Address for communication

Address1:

Address2:

Address3:

State:

City:

Pin Code:

Country:

Mobile:

Telephone No:


Email ID:

Pan:

Other Reference No.1:  (As specified for specific CPEs such as ARB No.)

Other Reference No.2:  (As specified for specific CPEs such as AMF Certificate No.)

NDR No:

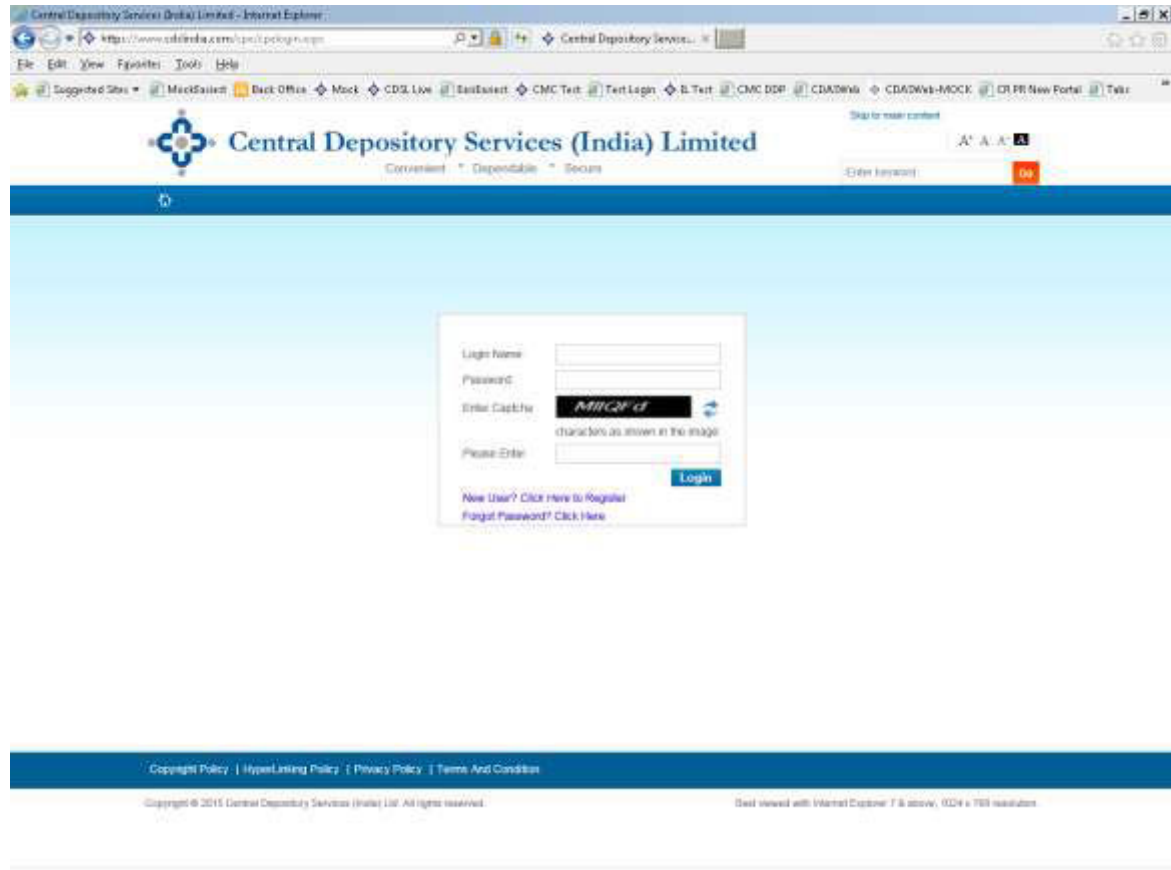
Please Enter characters as shown in the image:  

(All fields marked \* are mandatory)

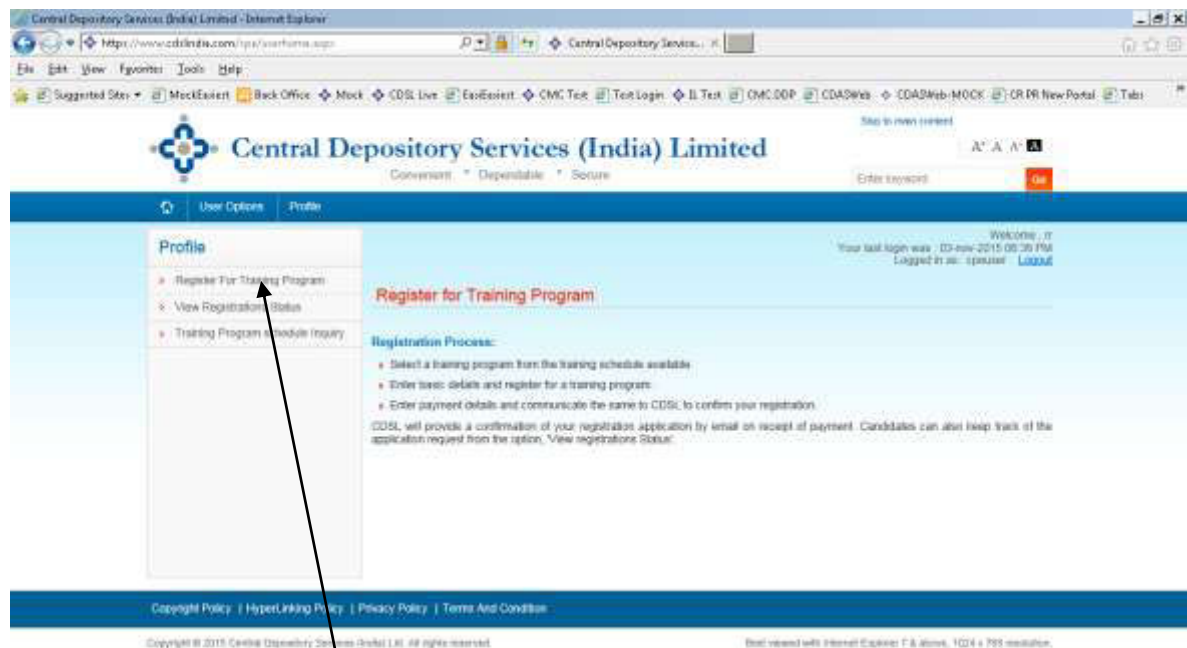
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Training registration can be done at <https://www.cdslindia.com/cpe/cpelogin.aspx> by giving your login name and password (same entered during registration).



After logging into the system the below mentioned screen will be displayed.



After clicking on the “Register for Training Program” Registration Form will be displayed, user will have to fill the form and click on “Submit” button.

Select type of training as “DP”.

The screenshot shows the 'Register for training program' page on the Central Depository Services (India) Limited website. The page title is 'Register for training program'. The form includes the following fields:

- Type of Training: DP (selected)
- Type of Program: DP Training
- City: --Select City--
- Date: --Select Date--
- Training program details - Venue: --Select Venue--
- No. of seats available: [ ]
- Training charges: [ ]
- Payment Option:  Demand Draft  NEFT  Monthly Billing
- DD Number: [ ]
- Date: [ ]
- Amount: [ ]
- Drawee bank/Branch: [ ]
- Payable at: [ ]
- NEFT Reference NO: [ ]
- Qualification: --Select Qualification--
- Occupation: --Select Occupation--
- Work Experience (completed years): [ ]
- Current Employer Details:
  - DPRTA ID: [ ]
  - Name: [ ]
  - Address: [ ]

The screenshot shows the 'Register for training program' page on the Central Depository Services (India) Limited website. The page title is 'Register for training program'. The form includes the following fields:

- Type of Training: DP Training
- Type of Program: DP Training
- City: --Select City--
- Date: --Select Date--
- Training program details - Venue: --Select Venue--
- No. of seats available: [ ]
- Training charges: [ ]
- Payment Option:  Demand Draft  NEFT  Monthly Billing
- DD Number: [ ]
- Date: [ ]
- Amount: [ ]
- Drawee bank/Branch: [ ]
- Payable at: [ ]
- NEFT Reference NO: [ ]
- Qualification: --Select Qualification--
- Occupation: --Select Occupation--
- Work Experience (completed years): [ ]
- Current Employer Details:
  - DPRTA ID: [ ]
  - Name: [ ]
  - Address: [ ]
  - Contact Details: [ ]
  - Date of joining: [ ]
  - Nature of work: [ ]
  - Photograph: [ ] (Upload Photograph: max 50 KB, Max photo dimension should be 4.5 inch x 4.5 inch, All fields marked \* are mandatory)

Buttons: Submit, Reset

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On approval of your registration by CDSL an email confirming your registration will be sent to your registered email id.

**Bank Details:**

Name of the Organisation : **CENTRAL DEPOSITORY SERVICES (INDIA)  
LIMITED**

Address : Central Depository Services (I) Limited,  
A Wing, 25th Floor, Marathon Futurex,  
Mafatlal Mill Compound,  
N M Joshi Marg, Lower Parel (E),  
Mumbai - 400013

PAN NO : AAACC6233A

Bank Name : ICICI BANK

Current A/c No. / Code : CDSLDP “followed by the last five digits of your eight digit DP  
ID”

NEFT Code (11 digits) : 

I	C	I	C	0	0	0	0	1	0	4
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Branch Name : Nariman Point, Mumbai

**For direct deposit of cheques at ICICI Bank CMS counter in favour of CDSL**

Current A/c No. / Code : CDSL COL

Email id for payment advice : [cdslAccounts@cdslindia.com](mailto:cdslAccounts@cdslindia.com)  
[shraddhat@cdslindia.com](mailto:shraddhat@cdslindia.com)  
[kavitas@cdslindia.com](mailto:kavitas@cdslindia.com)  
[mangeshh@cdslindia.com](mailto:mangeshh@cdslindia.com)