



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

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CDSL/OPS/DP/TRANG/2021/56

February 09, 2021

### CDSL's DP TRAINING PROGRAMME

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

✓ **From Monday, March 15, 2021 to Thursday, March 18, 2021**

Details of the programme are as follows:

- The programme will be conducted from 10.00 A.M. to 5:30 P.M.
- Duration - Four days
- Charges per person: ₹ 4720.00 [₹ 4000.00 plus taxes of ₹ 720.00].
- No of Seats – **25 (Maximum 2 person from one DP)**
- Due to COVID 19 Pandemic, training will be conducted ONLINE via Microsoft Teams application. Participants are advised to install and test this application on their Laptops / Desktops/ Tablets to avoid last minute technical glitches.**
- This 4-days comprehensive training programme covers the overview of CDAS Application and DP Operations.
- 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 explanation will be given for 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 Module” will cover 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.



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- ❑ A session on Insurance & Legal framework regarding Depositories.
- ❑ A session on compliance requirements for anti-money laundering measures.
- ❑ On Day 4, at the end of the training session, an online test will be conducted. Successful participants will be awarded a certificate issued by **Central Depository Services (India) Limited, Mumbai**.

DPs who wish to nominate their staff/officials for training, are advised to do online registration for the programme at our CDSL website and submit payment 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:

- **Maximum 2** person will be allowed from one DP
- 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 of registration, is **Wednesday, March 10, 2021** [18:00 hours] or until all seats are booked, whichever is earlier.

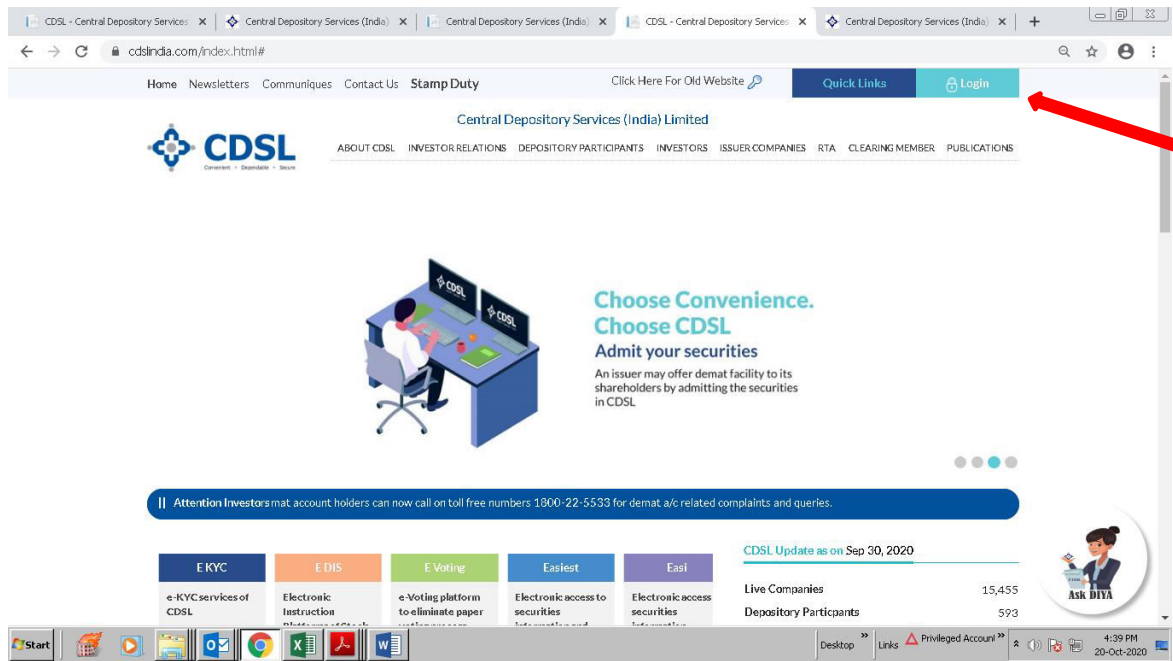
Queries regarding this programme may be addressed to **CDSL – Training** Ms. Ruchi Patil on (022) 2305-8502 or Ms. Sheron Sawant on (022) 2305-8655. Emails may be sent to: [ruchip@cdslindia.com](mailto:ruchip@cdslindia.com) and [sherons@cdslindia.com](mailto:sherons@cdslindia.com).

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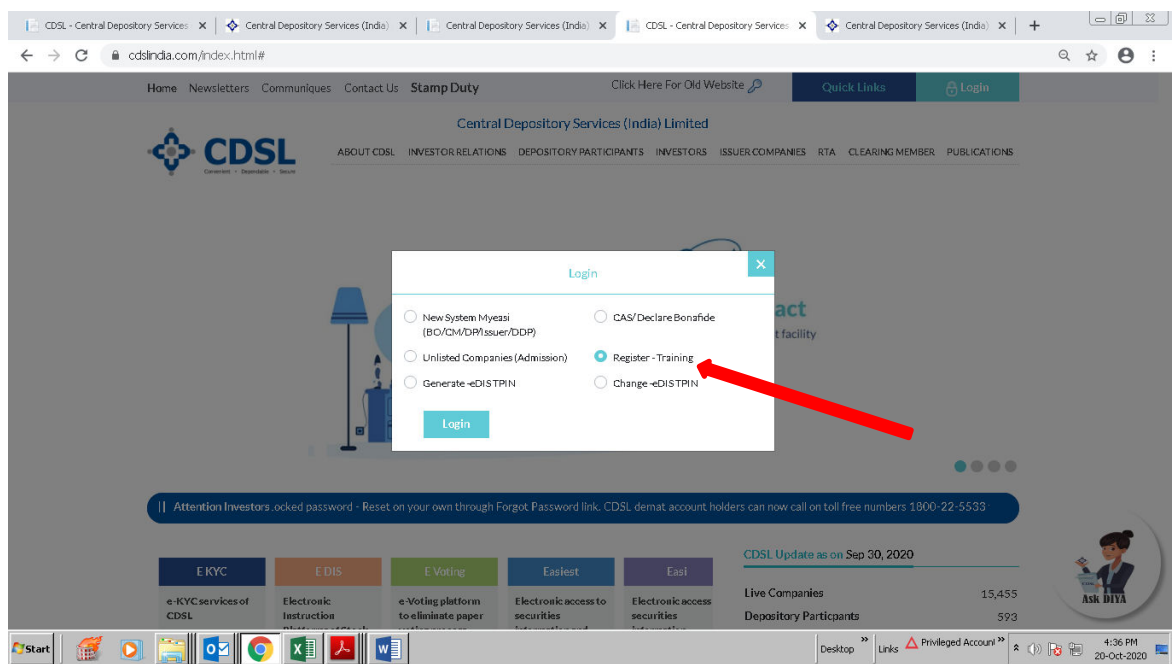
**Umesh Kambli**  
**Asst. Vice President – Operations**

## Registration Process for DP Training

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



The screenshot shows the CDSL website homepage. The navigation bar includes 'Home', 'Newsletters', 'Communique', 'Contact Us', 'Stamp Duty', 'Click Here For Old Website', 'Quick Links', and 'Login'. The 'Login' button is highlighted with a red arrow. Below the navigation bar is the CDSL logo and a main banner with the text 'Choose Convenience. Choose CDSL' and 'Admit your securities'. A blue banner below the main banner reads 'Attention Investors/mat account holders can now call on toll free numbers 1300-22-5533 for demat a/c related complaints and queries.' Below this are five service tiles: 'E KYC', 'E DIS', 'E Voting', 'Easiest', and 'Easi'. On the right, there is a 'CDSL Update as on Sep 30, 2020' section with 'Live Companies' (15,455) and 'Depository Participants' (593). The Windows taskbar at the bottom shows the time as 4:39 PM on 20-Oct-2020.




The screenshot shows the CDSL website with a login modal open. The modal has a title 'Login' and a close button. It contains two columns of options: 'New System Myezasi (BD/GM/DP/Issuer/DDP)', 'Unlisted Companies (Admission)', 'Generate eDISTPIN', 'CAS/Declare Bonafide', 'Register - Training', and 'Change eDISTPIN'. The 'Register - Training' option is selected, indicated by a red arrow. Below the modal is a blue banner with the text 'Attention Investors. Locked password - Reset on your own through Forgot Password link. CDSL demat account holders can now call on toll free numbers 1300-22-5533'. Below this are the same five service tiles as in the previous screenshot. The Windows taskbar at the bottom shows the time as 4:36 PM on 20-Oct-2020.

Central Depository Services (India) Limited - Internet Explorer  
https://www.cdslindia.com/cpe/cpelogin.aspx

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Enter keyword

Login Name:   
Password:   
Enter Captcha  characters as shown in the image:  
Please Enter

[New User? Click Here to Register](#)  
[Forgot Password? Click Here](#)

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Copyright © 2015 Central Depository Services (India) Ltd. All rights reserved. Best viewed with Internet Explorer 7 & above, 1024 x 768 resolution.

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  
 https://www.cdslindia.com/cpe/newuser-regfrm.aspx

File Edit View Favorites Tools Help

Suggested Sites MockEasiest Back Office Mock CDSL Live EasiEasiest CMC Test Test Login IL Test CMC DDP CDASWeb CDASWeb-MOCK CR PR New Portal

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Skip to main content

Enter keyword

### 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:

Central Depository Services (India) Limited - Internet Explorer  
 https://www.cdslindia.com/cpe/newuser-regfrm.aspx

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**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 ARN No.)

Other Reference No 2:  (As specified for specific CPEs such as AMFI certificate No.)

NSR No.:

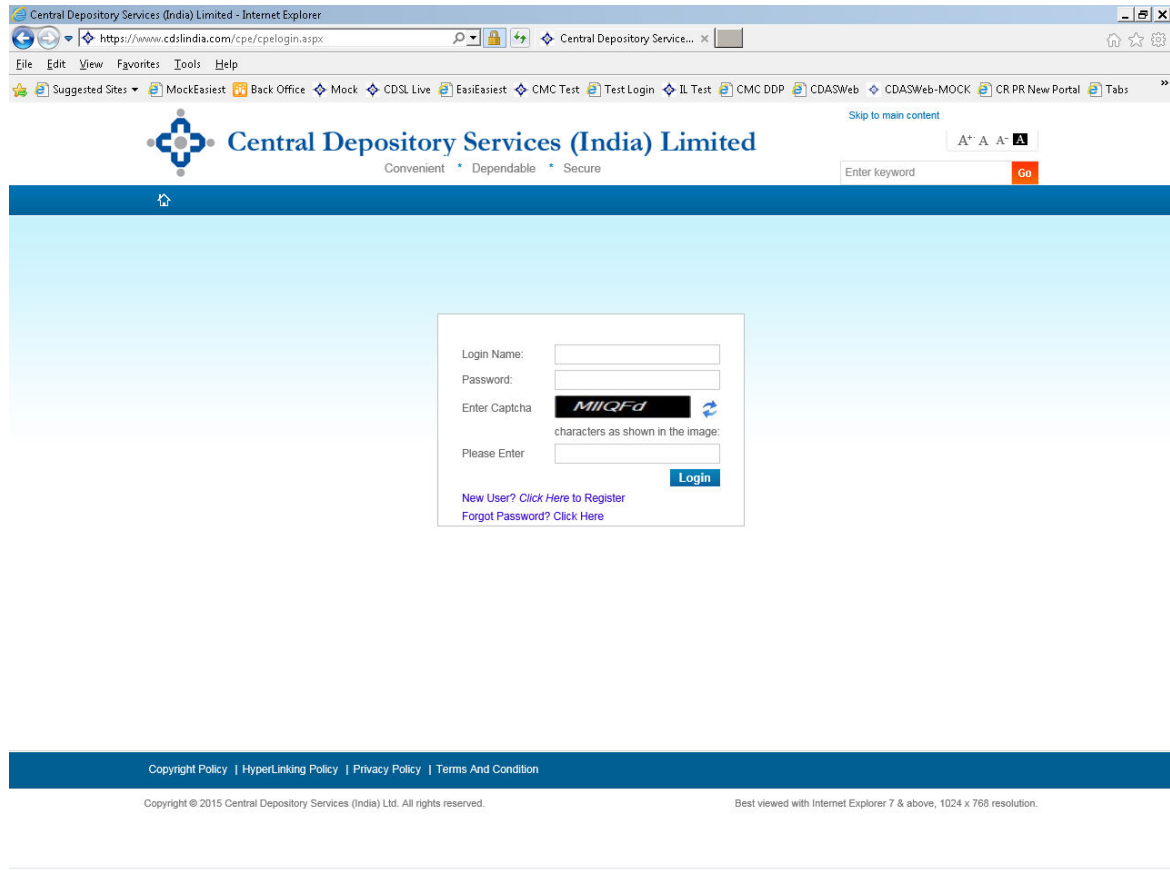
Please Enter characters as shown in the image:  

(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.

The screenshot displays the user profile page of the Central Depository Services (India) Limited. The page features a navigation menu with 'Profile' selected, showing options like 'Register For Training Program', 'View Registrations Status', and 'Training Program Schedule Inquiry'. The main content area is titled 'Register for Training Program' and includes a 'Registration Process' section with instructions: 'Select a training program from the training schedule available.', 'Enter basic details and register for a training program.', and 'Enter payment details and communicate the same to CDSL to confirm your registration.' A black arrow points from the 'Register For Training Program' link in the navigation menu to the 'Register for Training Program' section on the right.

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. The 'Type of Training' dropdown is selected with 'DP'. Other visible fields include 'Type of Program' (DP Training), 'City', 'Date', 'Venue', 'Training program details - Venue', 'No of seats available', 'Training charges', 'Fees Payment Option' (Monthly Billing selected), 'DD Number', 'Date', 'Amount', 'Drawee bank/Branch', 'Payable at', 'NEFT Reference NO', 'Qualification', 'Occupation', 'Work Experience (completed years)', and 'Current Employer Details' (DP/RTA ID, Name, Address).

This screenshot shows the lower portion of the registration form. The 'Current Employer Details' section includes fields for 'DP/RTA ID', 'Name', and 'Address'. The 'Photograph' section includes an 'Upload Photo(max size 50 KB)' field with a 'Browse...' button. Below the form are 'Submit' and 'Reset' buttons. The footer contains copyright information for 2015 and a resolution note.

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

Email id for payment advice : [cdslaccounts@cdslindia.com](mailto:cdslaccounts@cdslindia.com)