



# Central Depository Services (India) Limited

Convenient # Dependable # Secure

## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

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CDSL/OPS/DP/TRANG/2022/72

February 09, 2022

### CDSL's DP TRAINING PROGRAMME

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

✓ **From Monday, March 07, 2022 to Thursday, March 10, 2022**

Details of the programme are as follows:

- The programme will be conducted from 10.00 A.M. to 6:00 P.M.
- Duration - Four days
- Charges per person: ₹ 4720.00 [₹ 4000.00 plus taxes of ₹ 720.00].
- No of Seats – **30 (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 **Tuesday, March 01, 2022** [18:00 hours] or until all seats are booked, whichever is earlier.

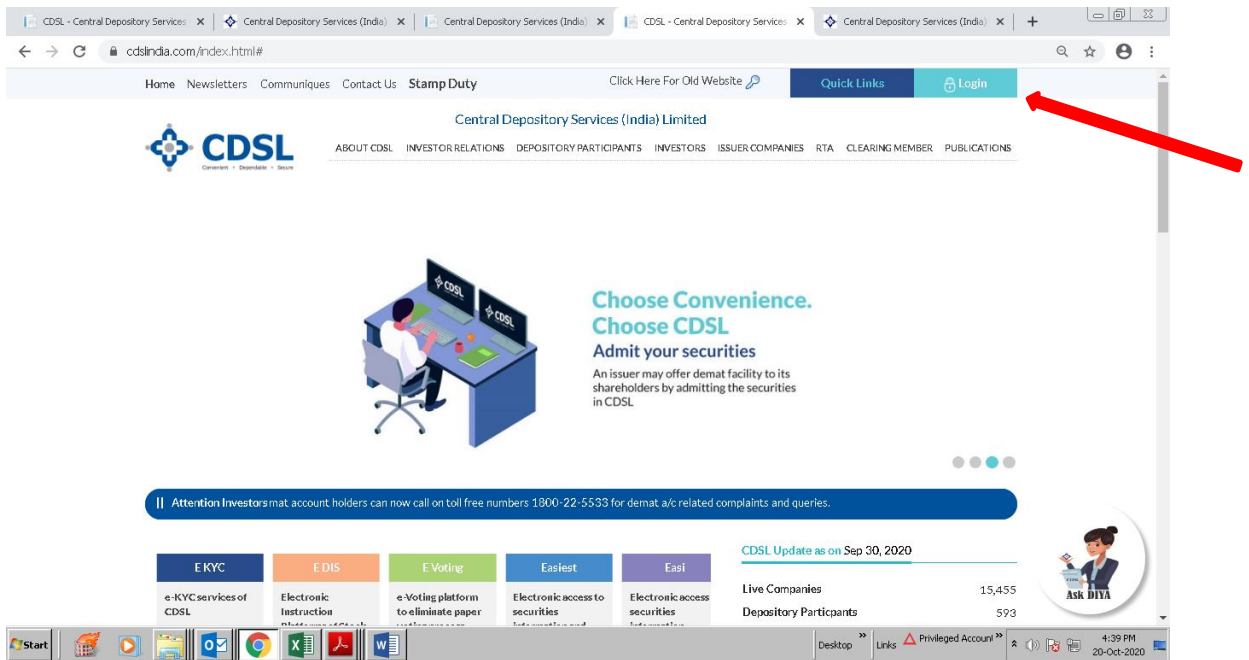
Queries regarding this programme may be addressed to **CDSL – Training** Ms. Ruchi Patil on (022) 2305-8502 or Ms. Sheron Sawant on (022) 2305-8655. Emails may be sent to: [ruchip@cdslindia.com](mailto:ruchip@cdslindia.com) and [sherons@cdslindia.com](mailto:sherons@cdslindia.com).

sd/-

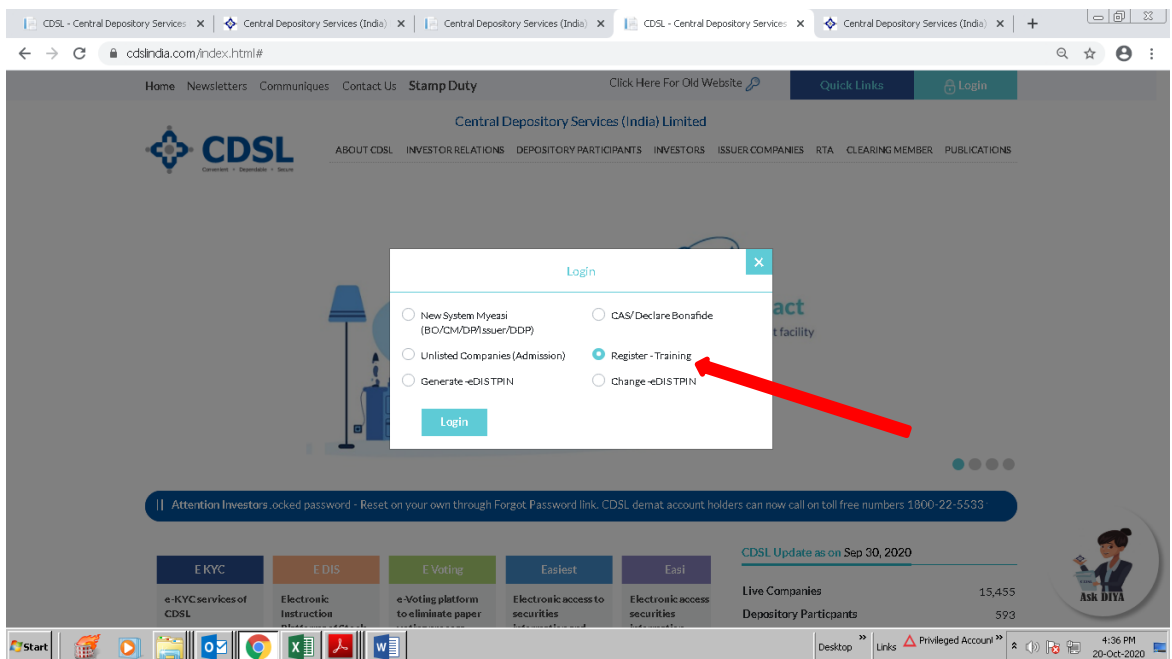
**Nilesh Shah**  
**Asst Vice President – Operations**

## Registration Process for DP Training

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



The screenshot shows the homepage of Central Depository Services (India) Limited. The navigation bar includes 'Home', 'Newsletters', 'Communiques', '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, the CDSL logo and tagline 'Central Depository Services (India) Limited' are displayed. A main banner features an illustration of a person at a computer and the text: 'Choose Convenience. Choose CDSL. Admit your securities. An issuer may offer demat facility to its shareholders by admitting the securities in CDSL.' A blue banner below the main content reads: 'Attention Investors/mat account holders can now call on toll free numbers 1800-22-5533 for demat a/c related complaints and queries.' Below this, there are five service categories: EKYC, E DIS, E Voting, Easfest, and Easi. The 'E Voting' category is highlighted. On the right, there is a 'CDSL Update as on Sep 30, 2020' section showing 'Live Companies: 15,455' and 'Depository Participants: 593'. A 'ASK DIYA' icon is also present.



The screenshot shows the 'Login' modal window on the CDSL India website. The modal contains the following options:

- New System Myezati (BO/CM/DDP/Issuer/DDP)
- Unlisted Companies (Admission)
- Generate e-DISTPIN
- CAS/Declare Bonafide
- Register - Training
- Change e-DISTPIN

The 'Register - Training' option is selected and highlighted with a red arrow. A 'Login' button is located at the bottom left of the modal. The background of the website is dimmed.

The screenshot shows the website for Central Depository Services (India) Limited. The header includes the company logo, name, and tagline "Convenient \* Dependable \* Secure". There is a search bar with a "Go" button and a "Skip to main content" link. The main content area is titled "Training Program" and includes a section for "Eligibility for appearing for Training programme- Depository Operations:". Under "A) General Category", it states that a person holding a valid certificate due to expire within the next twelve months can renew it for another three years. A list of valid certificates is provided, including CDSL's DP training programme, BCCD, NISM Series VI, NCFM, and NCDO. Under "B) Principal Category", there is a "Login" form with fields for "Login Name:" and "Password:", a reCAPTCHA "I'm not a robot" checkbox, and a "Login" button. Below the form are links for "New User? Click Here to Register" and "Forgot Password? Click Here". An arrow points from the "New User" link to the text below.

**Training Program**

**Eligibility for appearing for Training programme- Depository Operations:**

**A) General Category**

Any person holding a valid certificate as mentioned below, which is due to expire within the next twelve months and wishing to renew validity of the certificate for another three years from the date of expiry of the certificate may appear for Training for Depository Operations.


**List of valid certificates:**

- Certificate on completion of CDSL's DP training programme on Central Depository Services (India) Limited.
- BCCD i.e., BSE's Certification in Financial Markets (BSE's Certification on Central Depository) of the Bombay Stock Exchange Limited.
- NISM Series VI- Depository Operations Certification Examination (DOCE).
- NCFM i.e., NSE's Certification in Financial Markets (NSDL - Depository Operations Module) of the National Stock Exchange of India Limited.
- NCDO i.e., NSDL's Certification in Depository Operations of the National Securities Depository Limited.

**B) Principal Category**

Login Name:

Password:

I'm not a robot  reCAPTCHA  
Privacy - Terms

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

[Forgot Password? Click Here](#)

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 Tabs

Skip to main content

**Central Depository Services (India) Limited**  
 Convenient \* Dependable \* Secure

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:

**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 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)

Copyright Policy | HyperLinking Policy | Privacy Policy | Terms And Condition

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

Training registration can be done at <https://ww1.cdslindia.com/cpe/cpelogin.aspx> by giving your login name and password (same entered during registration).

The screenshot shows the website for Central Depository Services (India) Limited. The header includes the company logo and name, along with the tagline 'Convenient \* Dependable \* Secure'. A search bar is present with a 'Go' button. The main content area is titled 'Training Program' and includes the following text:

**Eligibility for appearing for Training programme- Depository Operations:**

**A) General Category**

Any person holding a valid certificate as mentioned below, which is due to expire within the next twelve months and wishing to renew validity of the certificate for another three years from the date of expiry of the certificate may appear for Training for Depository Operations.

**List of valid certificates:**

- Certificate on completion of CDSL's DP training programme on Central Depository Services (India) Limited.
- BCCD i.e., BSE's Certification in Financial Markets (BSE's Certification on Central Depository) of the Bombay Stock Exchange Limited.
- NISM Series VI- Depository Operations Certification Examination (DOCE).
- NCFM i.e., NSE's Certification in Financial Markets (NSDL - Depository Operations Module) of the National Stock Exchange of India Limited.
- NCDO i.e., NSDL's Certification in Depository Operations of the National Securities Depository Limited.

**B) Principal Category**

The login form on the right side of the page contains the following elements:

- Fields for 'Login Name:' and 'Password:'.
- A reCAPTCHA 'I'm not a robot' checkbox.
- A 'Login' button.
- Links for 'New User? Click Here to Register' and 'Forgot Password? Click Here'.

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

The screenshot displays the user interface of the Central Depository Services (India) Limited website. The browser address bar shows the URL <https://www.cdslindia.com/cpe/userhome.aspx>. The page header includes the company logo and name, along with the tagline "Convenient \* Dependable \* Secure". A navigation menu at the top contains "User Options" and "Profile". The "Profile" menu is expanded, showing options: "Register For Training Program", "View Registrations Status", and "Training Program Schedule Inquiry". A red arrow points from the "Register For Training Program" option to the text below. The main content area features a "Register for Training Program" heading and a "Registration Process" section with the following instructions:

- Select a training program from the training schedule available.
- Enter basic details and register for a training program.
- Enter payment details and communicate the same to CDSL to confirm your registration.

CDSL will provide a confirmation of your registration application by email on receipt of payment. Candidates can also keep track of the application request from the option, "View registrations Status".

The footer contains links for "Copyright Policy", "HyperLinking Policy", "Privacy Policy", and "Terms And Condition". It also includes the copyright notice "Copyright © 2015 Central Depository Services (India) Ltd. All rights reserved." and the resolution recommendation "Best viewed with Internet Explorer 7 & above, 1024 x 768 resolution."

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 is titled 'Register for training program' and contains a form with the following fields and options:

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

The screenshot shows a web browser window with the URL <https://www.cdslindia.com/cpe/training-regfrm.aspx>. The page title is "Central Depository Services (India) Limited - Internet Explorer". The browser's address bar shows the URL. The page content is a registration form for "DP Training".

The form includes the following sections and fields:

- Type of Program:** DP Training (dropdown)
- City:** ---Select City--- (dropdown)
- Date:** ---Select Date--- (dropdown)
- Training program details - Venue:** Venue: (dropdown)
- No of seats available:** (text input)
- Training charges:** Fees Payment Option:  Demand Draft  NEFT  Monthly Billing
- DD Number:** (text input)
- Date:** (text input)
- Amount:** (text input)
- Drawee bank/Branch:** (text input)
- Payable at:** (text input)
- NEFT Reference NO:** (text input)
- Qualification:** ---Select Qualification--- (dropdown)
- Occupation:** ---Select Occupation--- (dropdown)
- Work Experience (completed years):** (text input)
- Current Employer Details:**
  - DP/RTA ID: (text input)
  - Name: (text input)
  - Address: (text input)
  - Contact Details: (text input)
  - Date of joining: (text input)
  - Nature of work: (text input)
- Photograph:** Upload Photo(max size 50 KB) [Max photo dimension should be in 3.5cm x 4.5cm] (Browse... button)

(All fields marked \* are mandatory)

Buttons:

Footer: Copyright Policy | HyperLinking Policy | Privacy Policy | Terms And Condition  
Copyright © 2015 Central Depository Services (India) Ltd. All rights reserved. Best viewed with Internet Explorer 7 & above, 1024 x 768 resolution.

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 : [cdslar@cdslindia.com](mailto:cdslar@cdslindia.com)