



# Central Depository Services (India) Limited

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## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/TRANG/2024/784

December 30 , 2024

### CDSL'S DP TRAINING PROGRAMME

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

✓ **From Monday, January 13, 2025, to Thursday, January 16, 2025**

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: **Rs. 4720.00** [Rs.4000.00 plus taxes of Rs.720.00].
- No of Seats – **30 (Maximum 2 person from one DP)**
- 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.



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- ❑ 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.
- ❑ 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:

- Checklist for DP Training is mentioned in “**Annexure C**”
- **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 **Monday January 06, 2025** [18:00 hours] or until all seats are booked, whichever is earlier.

Queries regarding this programme may be addressed to **CDSL – Training** Mr. Sarvesh Shrikhande on (022) 6234-3241 & Ms. Sachi Parab on (022) 6234-3245. Emails may be sent to: [training@cdslindia.com](mailto:training@cdslindia.com)

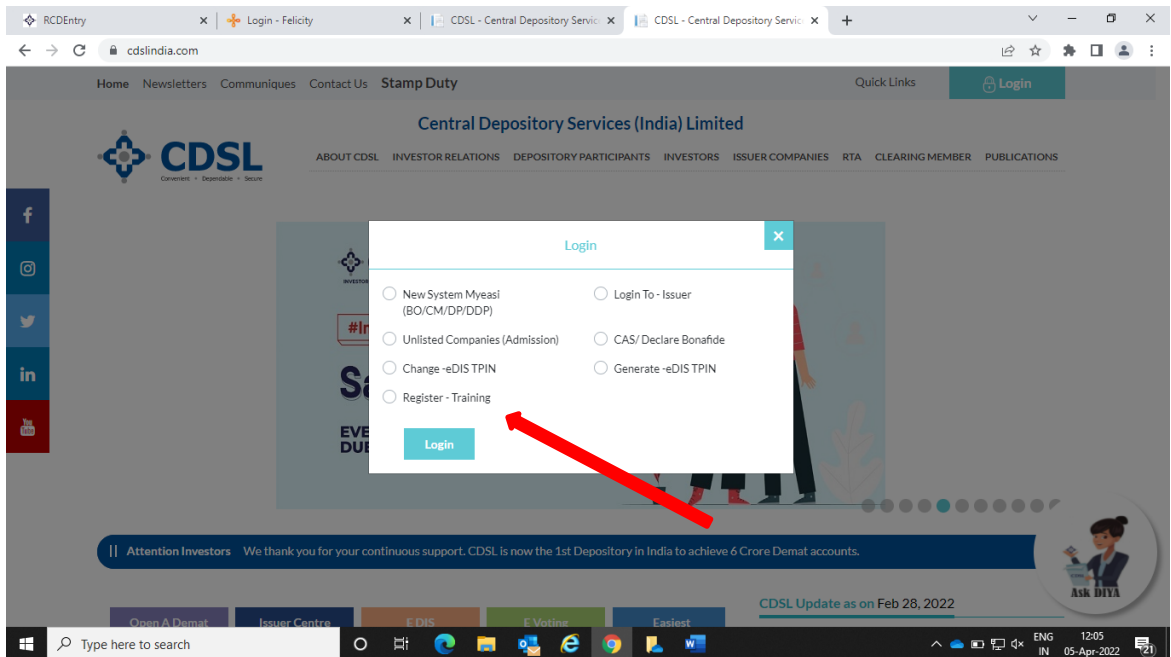
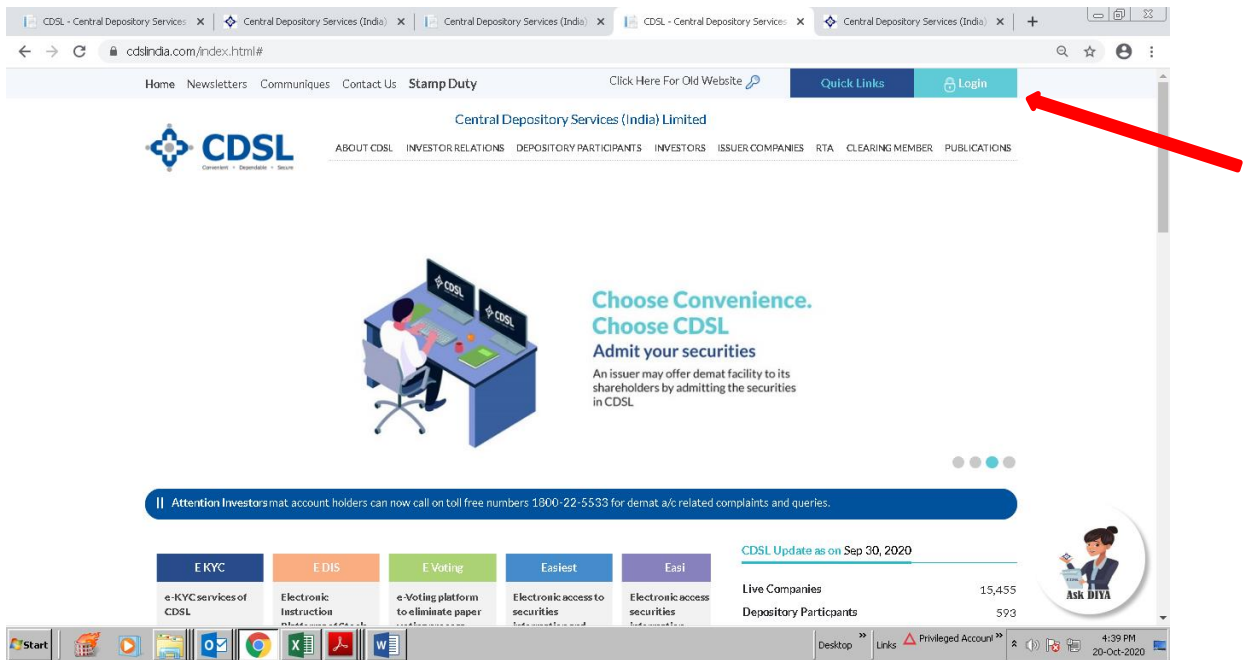
**For and on behalf of  
Central Depository Services (India) Limited**

sd/-

**Shibunath T A  
AVP – Business Development**

## Registration Process for DP Training

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



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abouttabs Privileged Account Manage... Visit Schedule Report (NAD)

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**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

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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

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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:

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

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**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.:

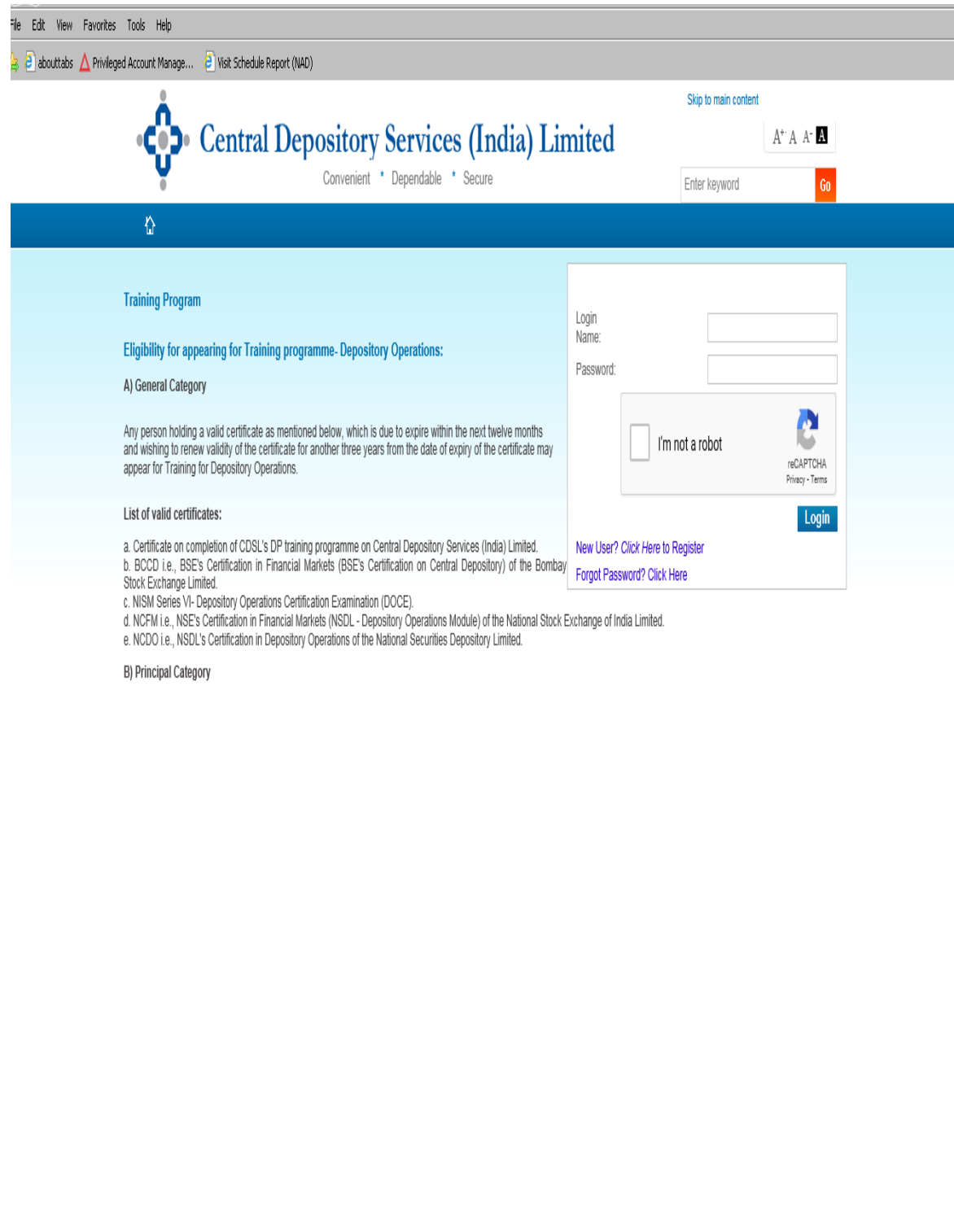
Please Enter characters as shown in the image:  

(All fields marked \* are mandatory)

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



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Login Name:

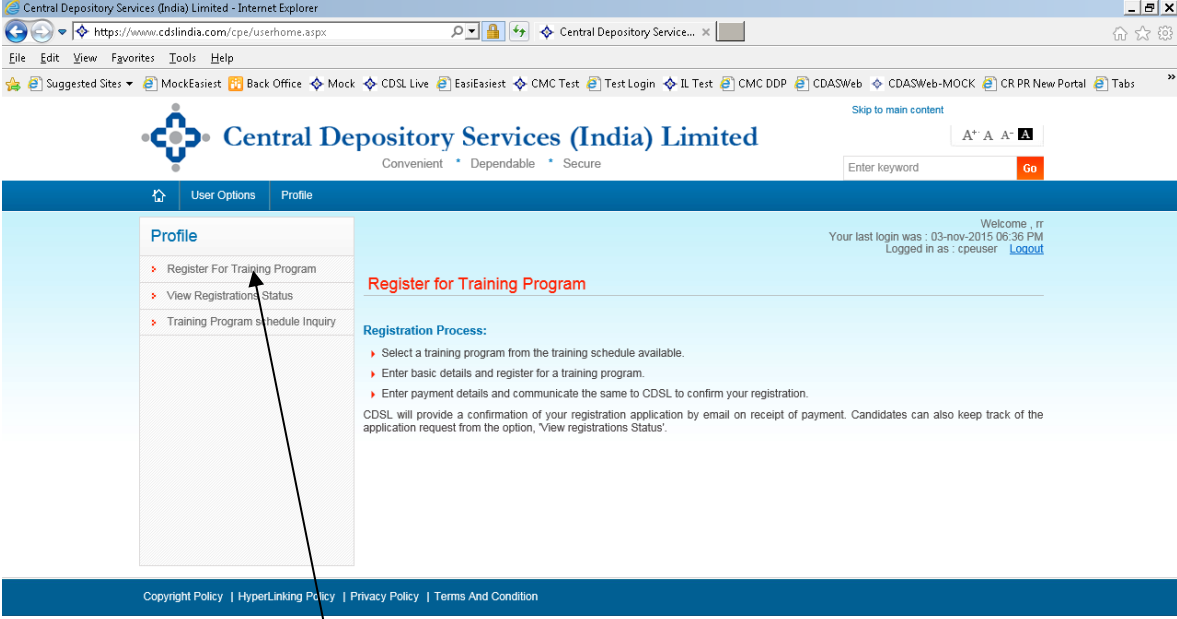
Password:

I'm not a robot   
reCAPTCHA  
Privacy - Terms

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

[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" section is expanded, showing a list of options: "Register For Training Program", "View Registrations Status", and "Training Program Schedule Inquiry". A prominent red link "Register for Training Program" is displayed. Below this, the "Registration Process" is outlined with three steps: selecting a training program, entering basic details, and entering payment details. A "Go" button is visible next to a search bar. The footer contains copyright information and a note about the browser 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 menu]
- Training charges**
  - Fees Payment Option:**  Demand Draft  NEFT  Monthly Billing
  - DD Number:** [Text field]
  - Date:** [Text field]
  - Amount:** [Text field]
  - Drawee bank/Branch:** [Text field]
  - Payable at:** [Text field]
  - NEFT Reference NO:** [Text field]
  - Qualification:** ---Select Qualification---
  - Occupation:** ---Select Occupation---
  - Work Experience (completed years):** [Text field]
- Current Employer Details**
  - DP/RTA ID:** [Text field]
  - Name:** [Text field]
  - Address:** [Text field]

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

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

Type of Program: DP Training  
 City: ---Select City---  
 Date: ---Select Date---  
**Training program details - Venue**  
 Venue:   
 No of seats available  
**Training charges**  
 Fees 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**  
 DP/RTA ID:   
 Name:   
 Address:   
 Contact Details:   
 Date of joining:   
 Nature of work:   
**Photograph**  
 Upload Photo(max size 50 KB)  
 [Max photo dimension should be in 3.5cm x 4.5cm]  
 (All fields marked \* are mandatory)

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:**

<b>Beneficiary Name</b>	Central Depository Services (India) Limited	
<b>Beneficiary Bank Name</b>	HDFC Bank	ICICI Bank
<b>Beneficiary Bank Branch</b>	FORT, Mumbai	Nariman Point, Mumbai
<b>Beneficiary Bank IFSC</b>	HDFC0000060	ICIC0000104
<b>Beneficiary Bank Address</b>	HDFC Bank Limited, Maneckji Wadia Bldg., Nanik Motwani Marg, Fort, Mumbai – 400 001.	215, Free Press house, Free press Marg, Nariman Point, Mumbai – 400 021.
<b>Virtual Account Number (VAN)</b>		
<b>For DPs whose DPID is active</b>	<p>CDSLDP&lt;<b>DP ID</b>&gt;</p> <p>For example, if your DP ID is 12<b>0</b>56789 i.e., if the 3<sup>rd</sup> digit of your DP ID is “<b>0</b>” <b>zero</b> then DP ID to be used in VAN will be 56789 and VAN will be CDSLDP56789.</p> <p>And incase your DP ID is 12<b>1</b>56789 i.e., if the 3<sup>rd</sup> digit of your DP ID is “<b>1</b>” <b>One</b> then DP ID to be used in VAN will be 156789 and VAN will be CDSLDP156789.</p>	

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

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## Checklist for DP Training

Participants are requested to complete the checklist items before training day.

- ✓ Application Form - After registering for training programme, Scanned copy of duly filled Application form along with photograph and signature on it to be sent at [training@cdslindia.com](mailto:training@cdslindia.com) with the subject "CDSL DP Training Programme". Training registration will be confirmed by training team only after the Application form is received.
- ✓ CDAS installation – Ensure MOCKCDAS Software is installed, Confirmation email with screenshot of MOCKCDAS homepage to be sent at [training@cdslindia.com](mailto:training@cdslindia.com) atleast 2 days prior to the training programme with the subject "CDSL DP Training Programme".
- ✓ Microsoft Teams – Kindly ensure that Microsoft teams is installed. In case the app is not working, try to join the link from web browser.
- ✓ Documents – PAN Card to be kept ready during training programme.