



Central Depository Services (India) Limited

Convenient + Dependable + Secure

COMMUNIQUÉ TO REGISTRARS & TRANSFER AGENTS

CDSL/OPS/RTA/TRANG/2023/92

May 12, 2023

CDSL RTA TRAINING PROGRAMME – May 2023

RTAs are advised to note that Online Training Programme for RTAs will be conducted by CDSL.

From Monday, May 29, 2023, to Tuesday, May 30, 2023

Details of this programme is as follows:

- The programme will be conducted from 09.30 A.M. to 5:30 P.M.
- Duration - 2 days.
- Charges per participant, **Rs 2950.00** [Rs 2500.00 + GST of Rs 450].
- No of Seats – **30**
- **Training will be conducted ONLINE via Microsoft Teams application. Participants are advised to install the Microsoft Teams application and test this application on their Laptops / Desktops/ Tablets to avoid last minute technical glitches.**
- These 2 days comprehensive training programme covers the overview of CDAS Application and RTA Operations.
 - ☐ All Modules present in the CDAS System will be explained by way of Power Point Presentation, along with “**hands-on**” [i.e. entry on the CDSL system in a TEST environment] will be provided.
 - ☐ Detailed explanation will be given on RTA Operations, overview of various modules of CDAS System, report managements, Audit & Compliance, etc.
 - ☐ On Day 2, 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.**

RTAs who wish to nominate their staff/officials for training, are advised to do online registration for the programme at our CDSL website, submit the payment through NEFT, in favour of **Central Depository Services (India) Ltd and register for this training**

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**”.



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RTAs are also advised to further 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 of registration is **Monday, May 22, 2023** [18:00 hours] or until all seats are booked, whichever is earlier.

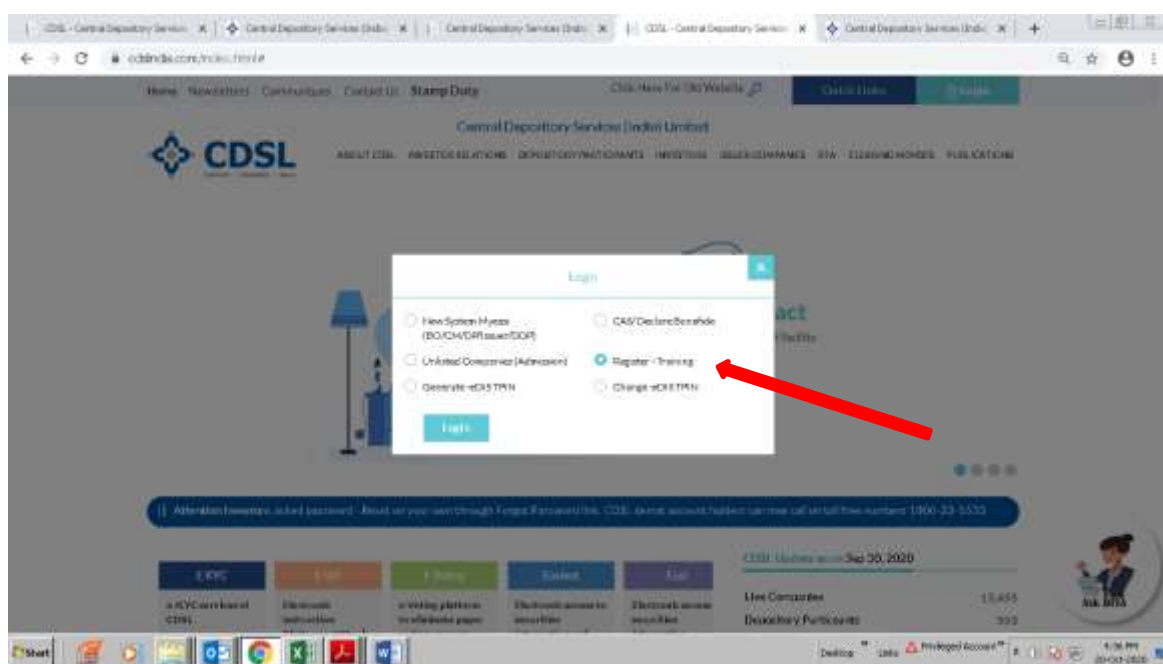
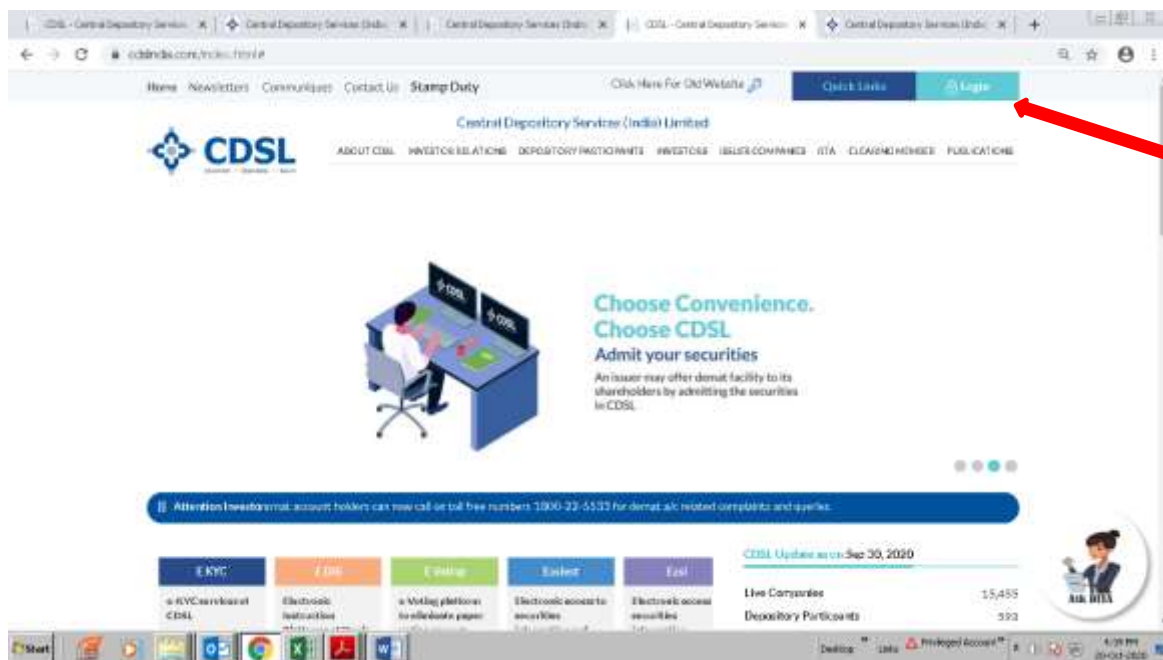
Queries regarding this Programme may be addressed to CDSL – Training. Emails may be sent to: training@cdslindia.com. OR Contact Ms. Neha Kavde on (022) 2305 8735 & Mr. Sarvesh Shrikhande on (022) 2305-8768.

sd/-

Yogesh Kundnani
Senior Vice President

Registration Process for RTA Training

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



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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:

- a. Certificate on completion of CDSL's DP training programme on Central Depository Services (India) Limited;
- b. BICCD i.e. BSE's Certification in Financial Markets (BSE's Certification on Central Depository) of the Bombay Stock Exchange Limited;
- c. NSIM Series V6: Depository Operations Certification Examination (DOCE);
- d. NCFM i.e. NSE's Certification in Financial Markets (NSDL - Depository Operations Module) of the National Stock Exchange of India Limited;
- e. NCDD i.e. NSDL's Certification in Depository Operations of the National Securities Depository Limited.

B) Principal Category

Any person who is actively engaged in the management of the intermediary's securities business including supervision, solicitation, conduct of business, including:

- a) Sole Proprietors, b) Managing Partners, and c) Whole Time Directors, can be classified under the Principal category. Such persons belonging to the Principal category, may appear for Training Program for Depository Operations under the Principal category, on submission of the required documents.

C) Grandfathered by age category

Any person who has completed the age of 50 years as on March 29, 2011, may appear for Training Program for Depository Operations under the Grandfather category, on submission of the required documents.

Login Form:

Login Name:

Password:

☐ I'm not a robot

[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.

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Enter keyword

User Registration

Login Name: [Check Availability](#)
 Password:
 Confirm Password:
 Security Question: Select Security Question
 Security Answer:
 Type of candidate: Select Candidate
Personal Information
 Salutation: Select Salutation
 First Name:
 Middle Name:
 Last Name:
 Name to appear in Certificate (Name as on PAN):
 Gender: Select Gender
 Date of Birth:
Address for communication
 Address1:
 Address2:
 Address3:
 State: Select State
 City: Select City
 Pin Code:
 Country: INDIA
 Mobile:
 Telephone No:
 Email ID:
 Pan:
☐ I'm not a robot 
 (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).

The screenshot shows the website of Central Depository Services (India) Limited. The page has a blue header with the company logo and name. Below the header, there is a navigation bar with links to various services. The main content area is divided into two columns. The left column contains information about the Training Program, including eligibility criteria and a list of valid certificates. The right column contains a login form with fields for Login Name and Password, a CAPTCHA verification box, and links for New User registration and Forgot Password.

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C) Grandfathered by age category

Any person who has completed the age of 50 years as on March 29, 2011, may appear for Training Program for Depository Operations under the Grandfather category, on submission of the required documents.

Login Form:

Login Name:

Password:

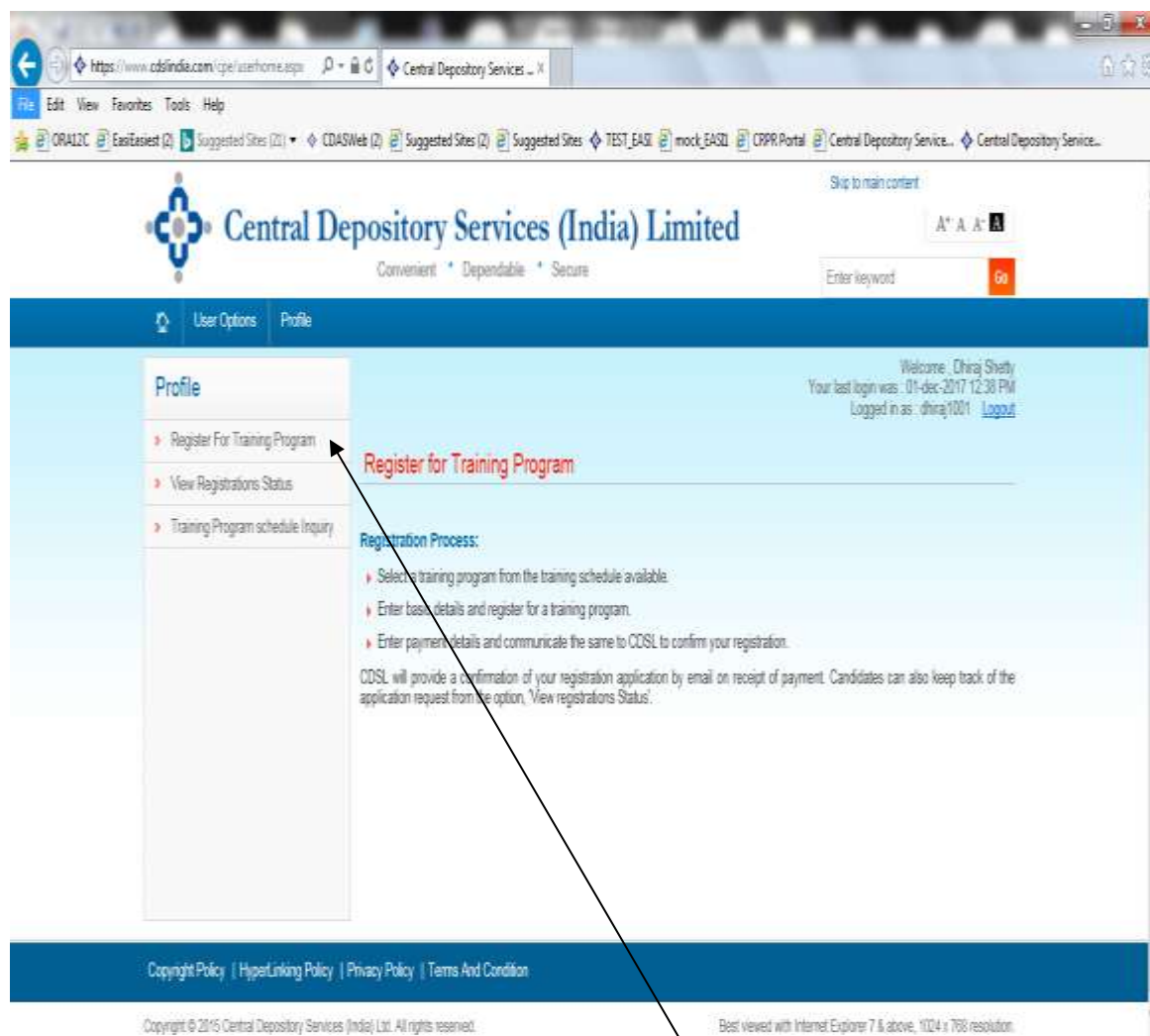
☐ I'm not a robot

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

[Forgot Password? Click Here](#)

Login

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 up the form and click on “Submit” button.

Select type of training as “RTA”.

The screenshot displays the 'Register for training program' form on the Central Depository Services (India) Limited website. The form is titled 'Register for training program' and includes a sidebar with navigation links: 'Profile', 'Register For Training Program', 'View Registrations Status', and 'Training Program schedule Inquiry'. The main form area contains the following fields and sections:

- Type of Training:** A dropdown menu with 'RTA' selected.
- Type of Program:** A dropdown menu with 'Select Program Type'.
- City:** A dropdown menu with 'Select City'.
- Date:** A dropdown menu with 'Select Date'.
- Training program details - Venue:** A dropdown menu with 'Venue'.
- No of seats available:** A text input field.
- Training charges:** A section with radio buttons for 'Demand Draft', 'NEFT', and 'Monthly Billing'.
- Fees Payment Option:** A section with radio buttons for 'Demand Draft', 'NEFT', and 'Monthly Billing'.
- DD Number:** A text input field.
- Date:** A text input field.
- Amount:** A text input field.
- Drawee bank/Branch:** A text input field.
- Payable at:** A text input field.
- NEFT Reference NO:** A text input field.
- Qualification:** A dropdown menu with 'Select Qualification'.
- Occupation:** A dropdown menu with 'Select Occupation'.
- Work Experience (completed years):** A text input field.
- Current Employer Details:** A section with text input fields for 'ORRTA ID', 'Name', 'Address', 'Contact Details', 'Date of joining', and 'Nature of work'.
- Photograph:** A section with a text input field for 'Upload Photo (max size 50 KB)' and a 'Choose File' button.

The form also includes a 'Submit' button and a 'Reset' button. The website header shows the Central Depository Services (India) Limited logo and navigation links. The footer shows the Windows taskbar with the Start button and various application icons.

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 three digits RTA ID”

NEFT Code (11 digits) :

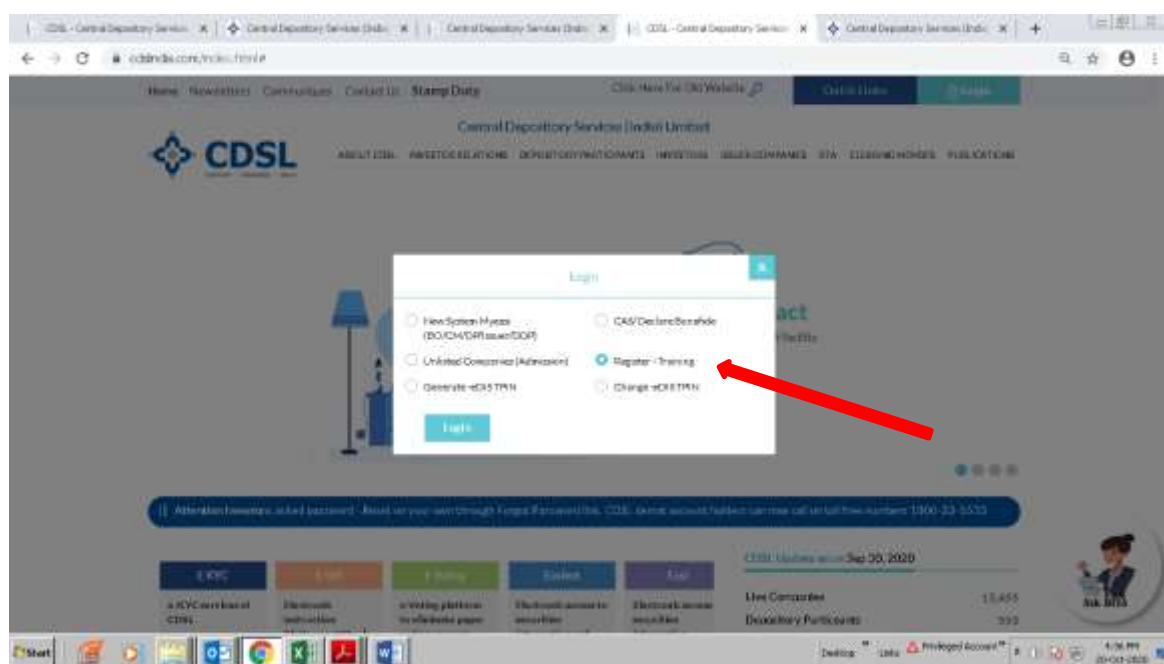
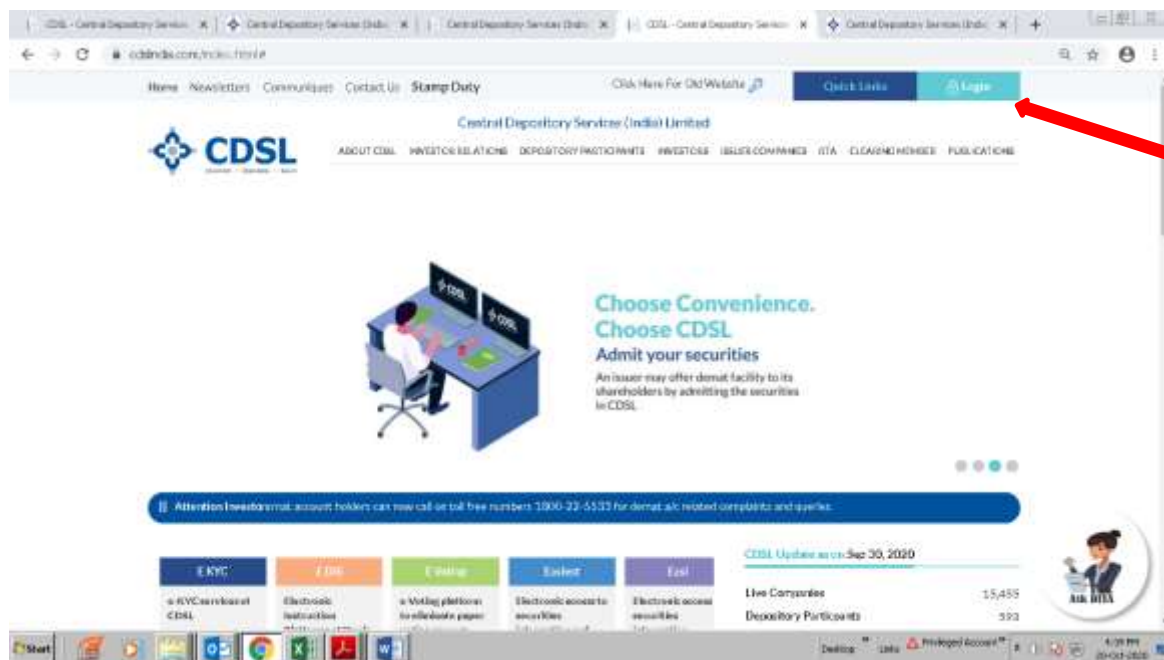
I	C	I	C	0	0	0	0	1	0	4
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Branch Name : Nariman Point, Mumbai

Email id for payment advice : cdslar@cdslindia.com

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Enter keyword

User Registration

Login Name: [Check Availability](#)
 Password:
 Confirm Password:
 Security Question: Select Security Question
 Security Answer:
 Type of candidate: Select Candidate
Personal Information
 Salutation: Select Salutation
 First Name:
 Middle Name:
 Last Name:
 Name to appear in Certificate (Name as on PAN):
 Gender: Select Gender
 Date of Birth:
Address for communication
 Address1:
 Address2:
 Address3:
 State: Select State
 City: Select City
 Pin Code:
 Country: INDIA
 Mobile:
 Telephone No:
 Email ID:
 Pan:
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 (All fields marked * are mandatory)

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The screenshot shows the website of Central Depository Services (India) Limited. The header includes the company logo, name, and tagline "Convenient * Dependable * Secure". Below the header, there is a navigation bar with links to "Skip to main content", "A" (font size), and "M" (language). The main content area is titled "Training Program" and contains information about the "Eligibility for appearing for Training programme- Depository Operations". It lists three categories: A) General Category, B) Principal Category, and C) Grandfathered by age category. On the right side, there is a login form with fields for "Login Name" and "Password", a "Login" button, and a "New User? Click Here to Register" link. There is also a "Forgot Password? Click Here" link.

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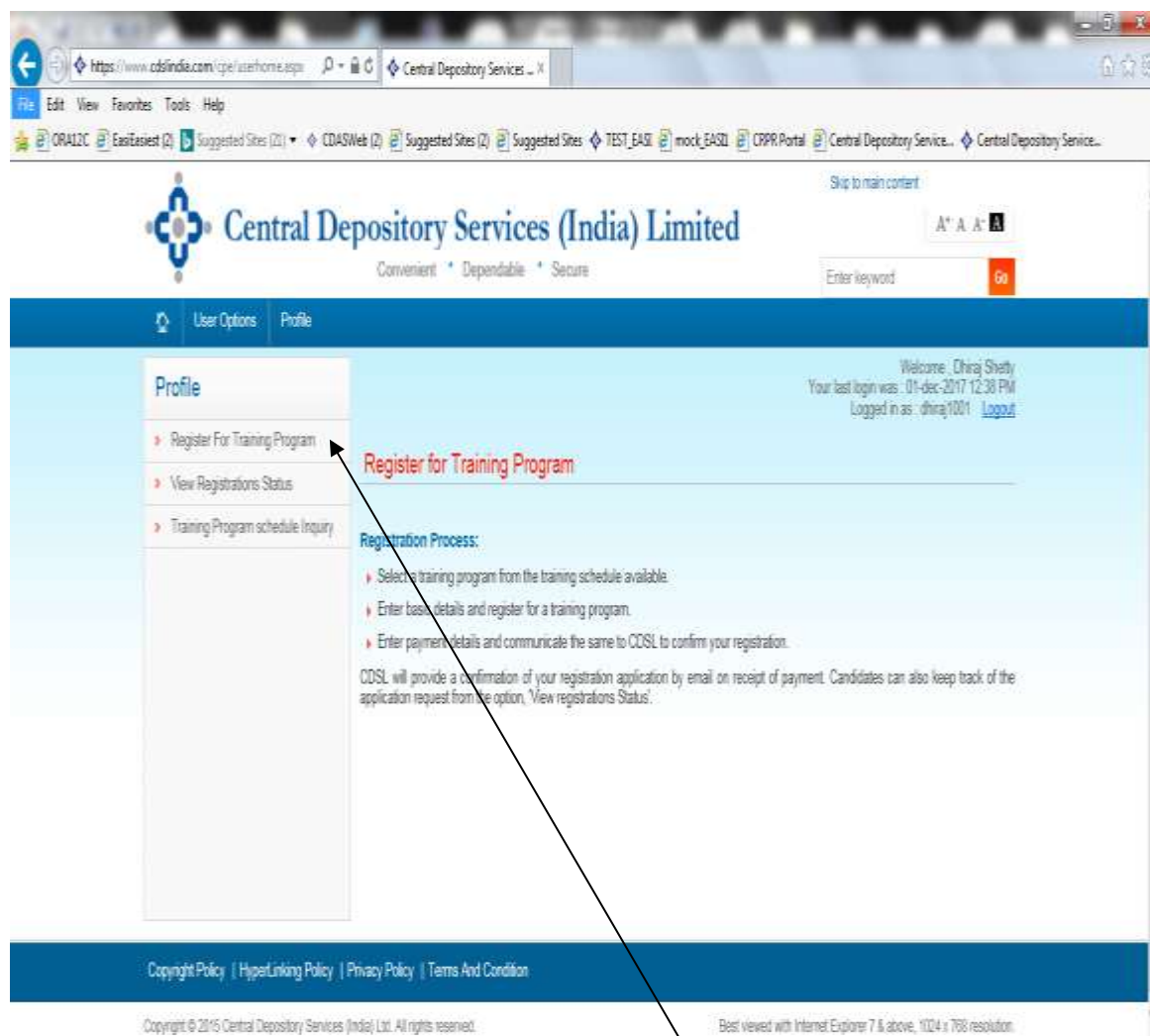
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I	C	I	C	0	0	0	0	1	0	4
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Branch Name : Nariman Point, Mumbai

Email id for payment advice : cdslar@cdslindia.com