



Central Depository Services (India) Limited

Convenient + Dependable + Secure

COMMUNIQUÉ TO REGISTRARS & TRANSFER AGENTS

CDSL/OPS/RTA/TRANG/2025/293

November 28 , 2025

CDSL RTA TRAINING PROGRAMME – DEC 2025

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

From Monday, Dec 15, 2025, to Tuesday, Dec 16, 2025

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 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. data entry on the CDSL system in a TEST environment] will be provided.
 - ☐ A detailed explanation will be given for RTA Operations, overview of various modules of CDAS System, report management, etc.
 - ☐ The session on “**Reports Module**” will cover detailed explanations on the generation / set up / download of various reports in the CDSL system and exported to the RTA-Billing folder, etc.
 - ☐ Audit & Compliance session will cover compliance requirements.
 - ☐ 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 and submit the 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**”.



Central Depository Services (India) Limited

Convenient ⊕ Dependable ⊕ Secure

COMMUNIQUÉ TO REGISTRARS & TRANSFER AGENTS

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 **Friday, December 05th, 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

For and on behalf of

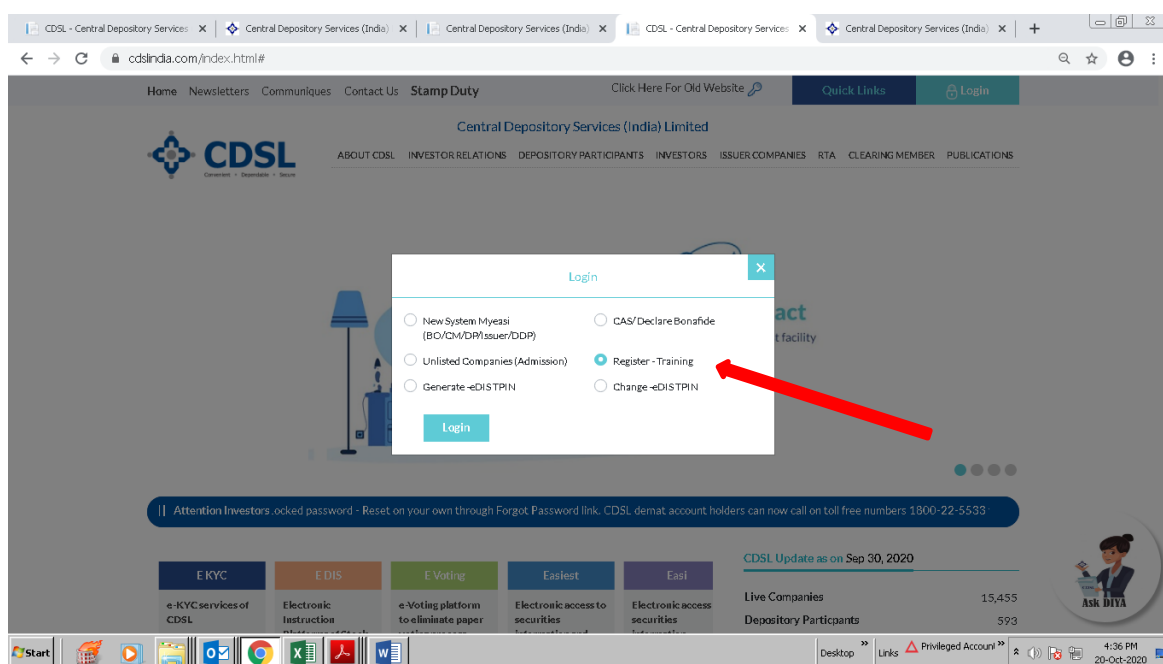
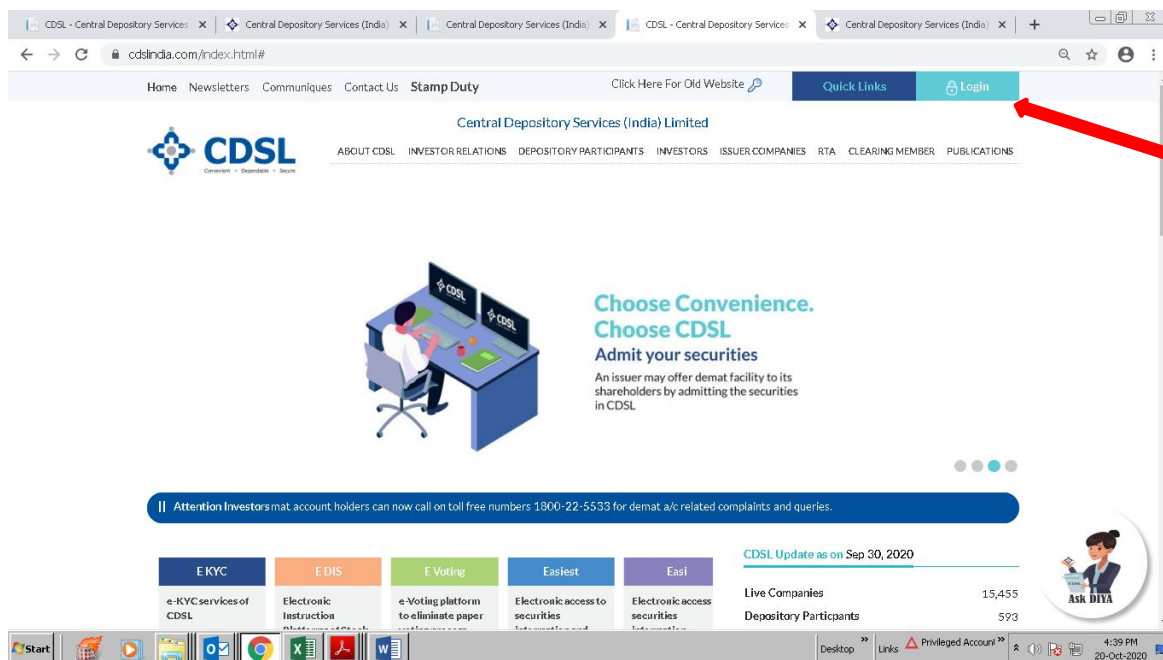
Central Depository Services (India) Limited

sd/-

Shibunath T A
AVP – Business Development

Registration Process for RTA Training

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



Central Depository Services (India) Limited
Convenient • Dependable • Secure

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
- BOCD 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

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

- 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](#)

Login

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

Convenient * Dependable * Secure

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  reCAPTCHA
Privacy * Terms

(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://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 header includes the company logo, name, and tagline "Convenient * Dependable * Secure". There is a search bar with the text "Enter keyword" and a "Go" button. The main content area is titled "Training Program" and includes the following sections:

- 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**

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

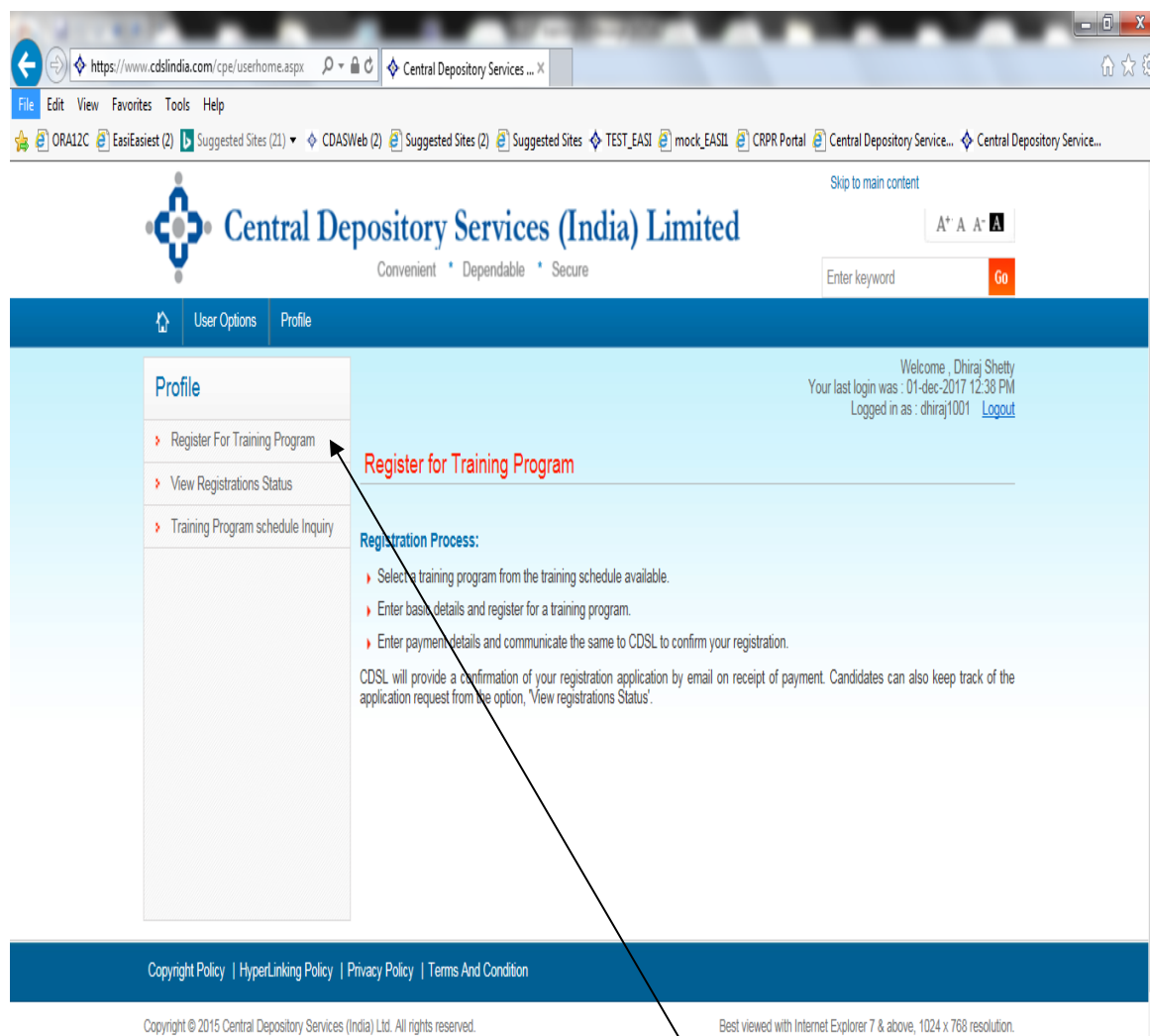
 - Sole Proprietors, b) Managing Partners and c) Whole Time Directors, can be classified under the Principal category. Such persons belonging to the Principal category, may appear for Training Program for Depository Operations under the Principal category, on submission of the required documents.
 - C)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

On the right side of the page, there is a login form with the following fields:

- Login Name:
- Password:
- ☐ I'm not a robot (reCAPTCHA)
- [New User? Click Here to Register](#)
- [Forgot Password? Click Here](#)
- [Login](#) button

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 shows the Central Depository Services (India) Limited website. The user is logged in as 'rp1234' and is on the 'Register for training program' page. The form includes the following fields:

- Type of Training: RTA (selected)
- Type of Program: Select Program Type
- 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 (Monthly Billing is selected)
- 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
- DPIRTA 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)

The 'Submit' and 'Reset' buttons are at the bottom of the form.

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, 34th 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
---	---	---	---	---	---	---	---	---	---	---

Branch Name : Nariman Point, Mumbai

Email id for payment advice : cdslar@cdslindia.com