Central Depository Services (India) Limited

Convenient ⌖ Dependable ⌖ Secure

COMMUNIQUÉ TO REGISTRARS & TRANSFER AGENTS

CDSL/OPS/RTA/TRANG/2026/277 **September 25 , 2026**

CDSL RTA TRAINING PROGRAMME – October 2026

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

From Wednesday, October 21, 2026, to Thursday, October 22, 2026

Details of this programme is as follows:

- The programme will be conducted from 10.00 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 charges will be waived for two candidates from the new RTA
- **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".**

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 **Wednesday, October 7th, 2026** [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. Emails may be sent to: training@cdslindia.com

For and on behalf of

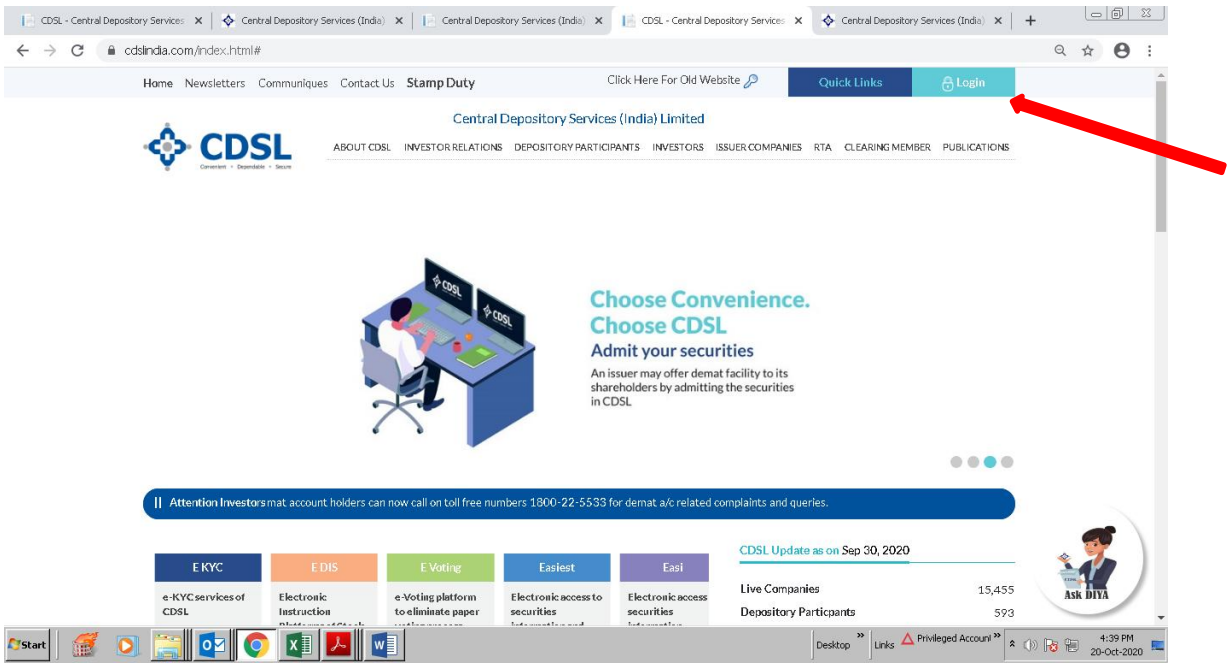
Central Depository Services (India) Limited

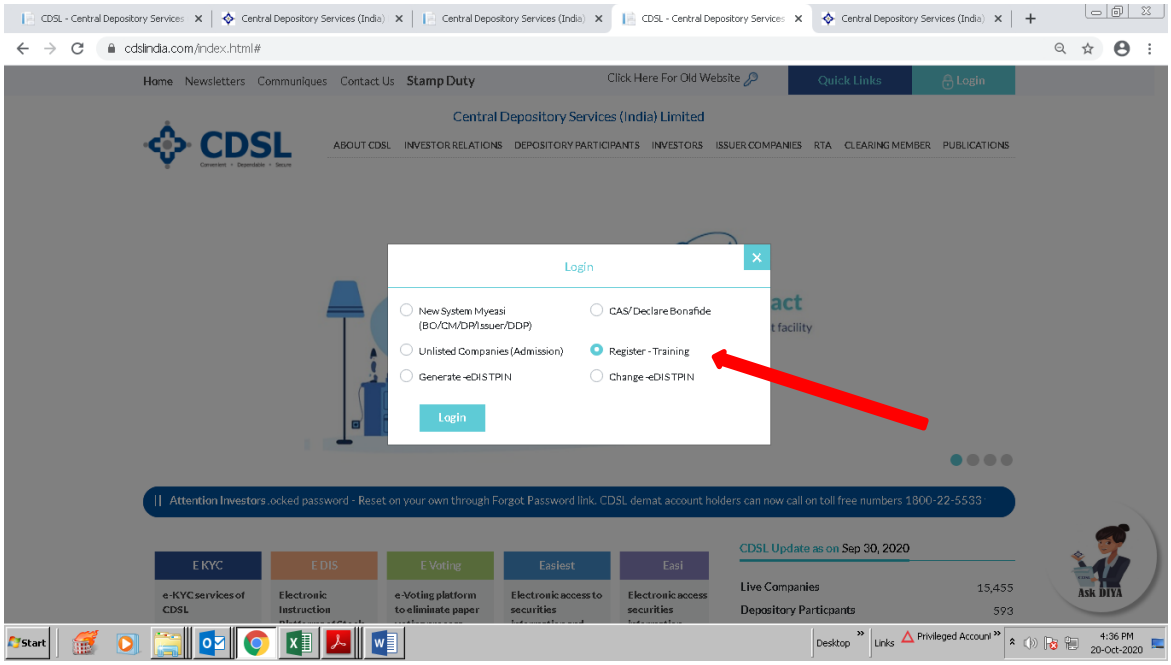
sd/-

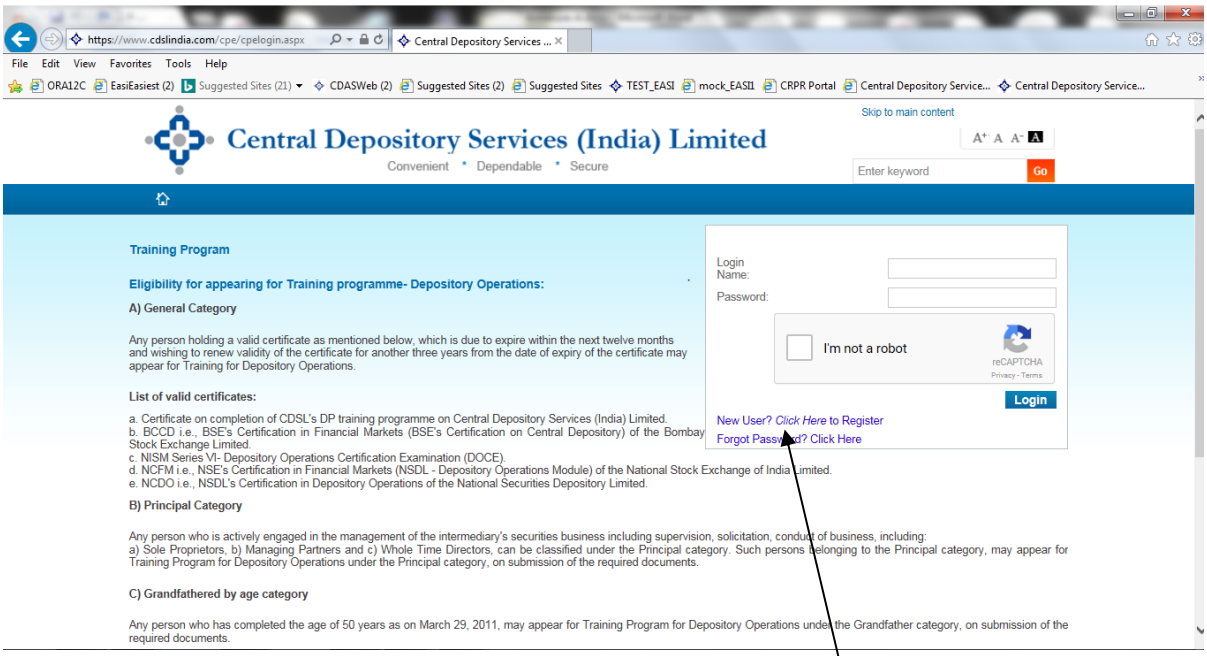
Shibunath T A
AVP – Business Development

Registration Process for RTA Training

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

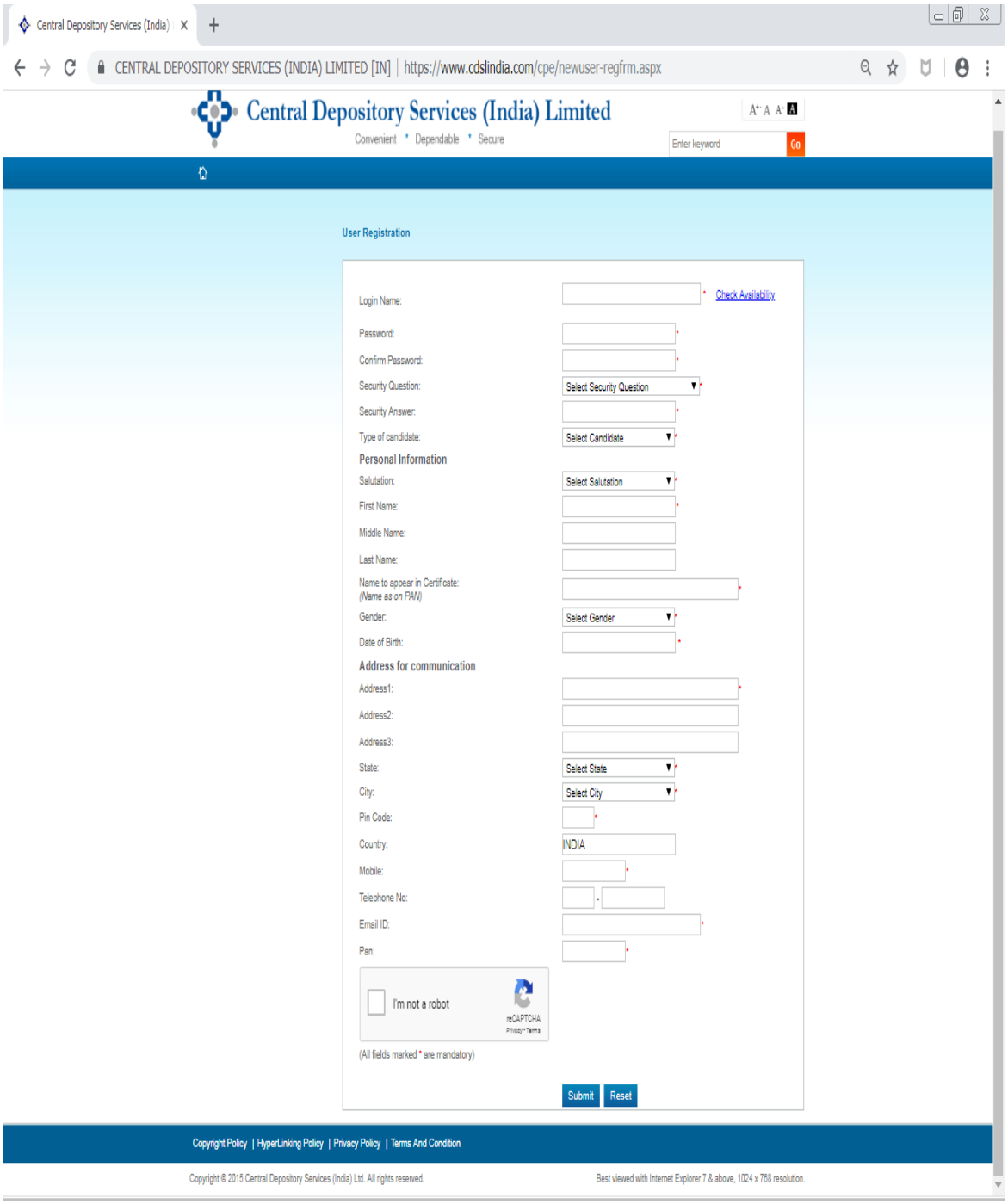






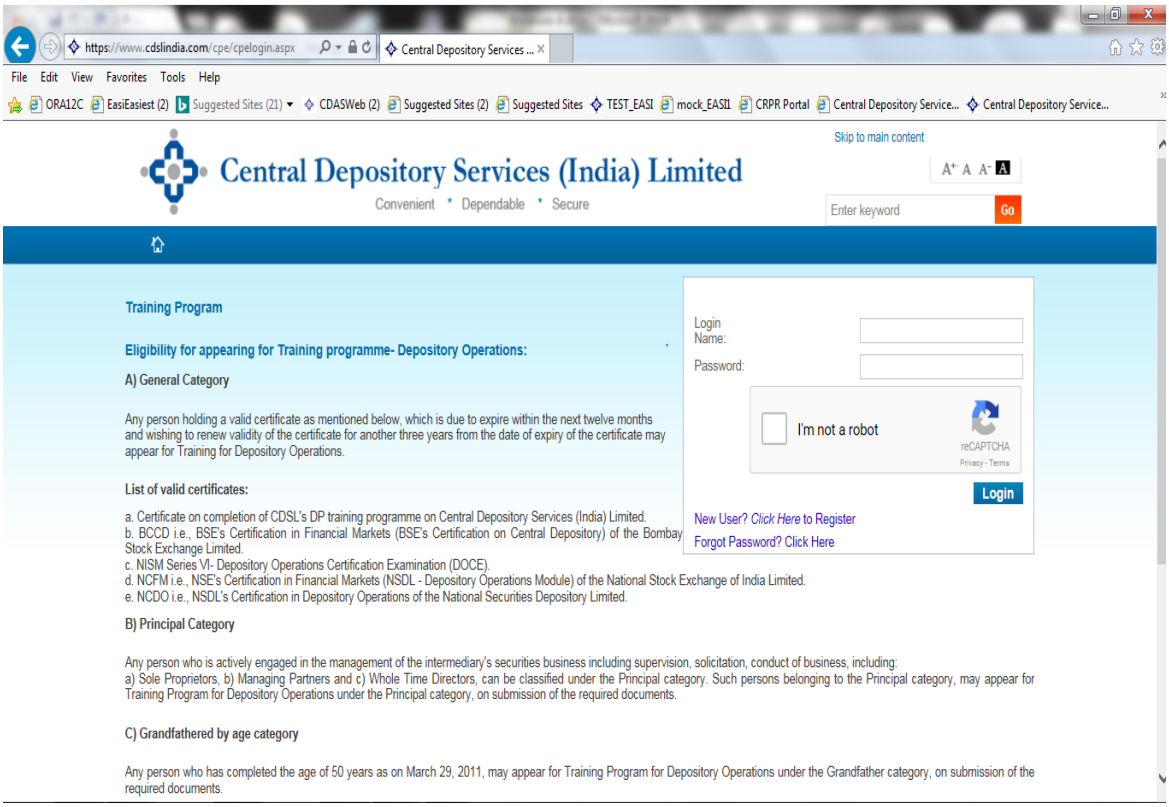
The login screen as given above appears. User will click on “New User”. Site will display the following screen and the user will have to fill the “User Registration” and click on “Submit” button.

Classification - Public



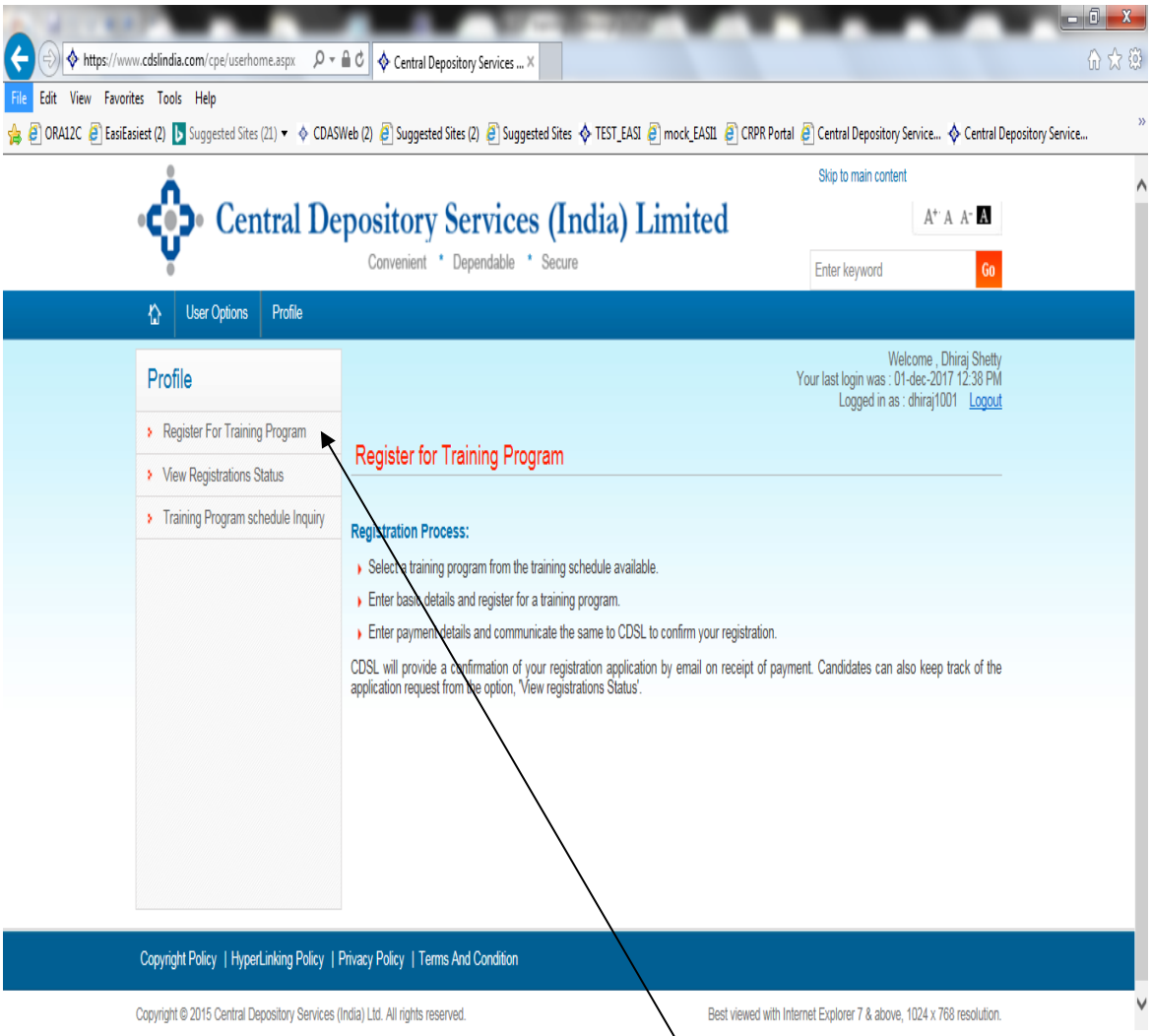
Classification - Public

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



Classification - Public

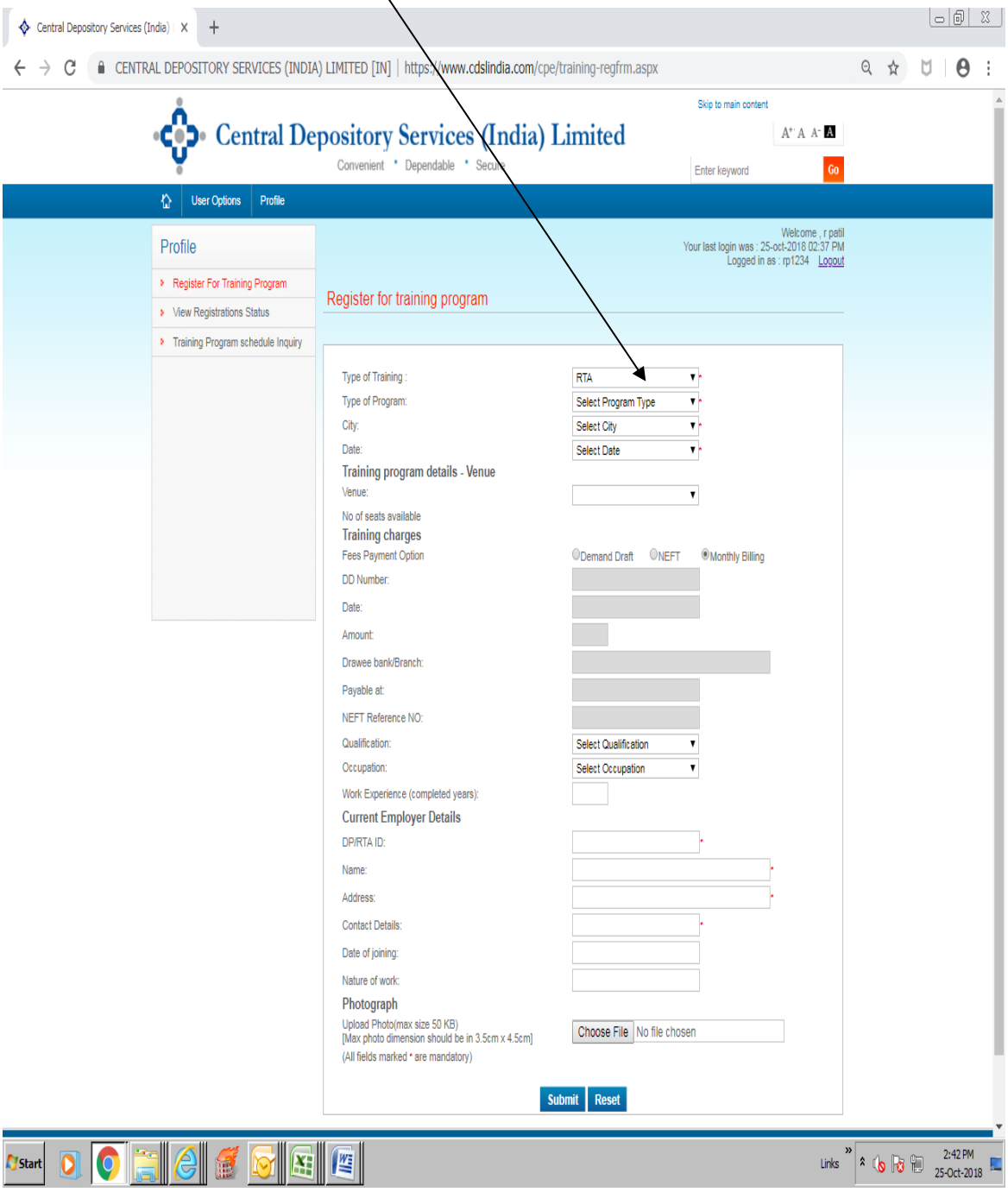
After logging into the system, the below mentioned screen will be displayed.



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.

Classification - Public

Select type of training as “RTA”.



On approval of your registration by CDSL an email confirming your registration will be sent to your registered email id.

Classification - Public

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