

‘Annexure’

Details of CPE Programme

1) Background

As all Participants are aware, National Institute of Securities Markets (NISM) performs two functions delegated to it under the Securities and Exchange Board of India (Certification of Associated Persons in the Securities Markets) (SEBI CAPSM) Regulations, 2007. These are:

- a) Offering mandatory certification examinations for associated persons of securities market intermediaries.
- b) Offering Continuing Professional Education (CPE) programmes for associated persons of market intermediaries who are holding valid certificates.

2) Who are Associated persons

Means a person or employee of an intermediary or an agent or distributor or other natural person engaged in the securities business and includes an employee of a foreign institutional investor or a foreign venture capital investor working in India.

3) Valid certificates held by Associated persons

Associated persons of Participants may be holding any one of the following valid certificates:

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

4) Eligibility for appearing for CPE programmes :

A) Type I:

Any person holding a certificate as mentioned in point no. 3 above and where the validity of such certificate has not expired may appear for NISM's CPE for Depository Operations. Both original and photocopy of the certificate need to be submitted for verification at the time of CPE registration.

B) Type II (a):

Any person who has attained the age of 50 years as on March 29, 2011, whether holding or not holding the certificate as mentioned in point no. 3 above may appear for NISM's CPE for Depository Operations on submission of required documents.

C) Type II (b):

Any person having work experience of 10 years or more in Depository Operations, as on March 29, 2011, whether holding or not holding a certificate as mentioned in point no. 3 above, may appear for NISM's CPE for Depository Operations on submission of required documents.

D) Type III:

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

- Sole Proprietors
- Managing Partners and
- Whole Time Directors

can be classified under the Principal category. Such persons belonging to the Principal category, whether holding or not holding any of the five certificates as mentioned in point no. 3, may appear for NISM's CPE Program for Depository Operations under the Principal category, on submission of the required documents.

Documents Needed: For all aforesaid Types the **photocopy** of the following documents need to be submitted:

Type I	Type II(a)	Type II(b) & Type III
PAN card	PAN Card	PAN Card
Any one of the valid certificate as mentioned in point no. 3 above.	Any one of the valid certificate as mentioned in point no. 3 above. <i>(not mandatory)</i>	Any one of the valid certificate as mentioned in point no. 3 above. <i>(not mandatory)</i>
----	----	Candidate shall obtain the Compliance officers' certificate from the Compliance Officer of his/her current employer OR a Practising Chartered Accountant / Company Secretary <i>(only in the absence of the Compliance officer)</i> and send the same to NSDL for pre-verification <i>(format enclosed at Annexure II)</i> . NSDL, after verification of the required certificates submitted by the candidate will satisfy themselves that the required certificates constitute requisite experience in case of Grandfathered category (by experience) i.e. Type II (b). Please note that the candidate should have this 10 years experience as on March 29, 2011.
Two photographs	Two photographs	Two photographs

Please note that candidates are required to **CARRY IN ORIGINAL** the above mentioned documents *(as listed for each Type)* to the CPE venue for verification in order to obtain admission to NISM's CPE for Depository Operations.

Please note that candidates belonging to Type I above can appear for NISM's CPE for Depository Operations not before twelve months prior to expiry of the said certificate.

5) Fee for the CPE Programme

The fee for CPE Programme will be Rs. 2,248 *(Inclusive of service tax)* per person. Participants are requested to make the payment in advance i.e., prior to commencement of the CPE programme through a **demand draft or pay order in favour of "National Securities Depository Limited" payable at Mumbai**. In case large number of persons from a single Participant are attending the CPE programme, then the demand draft must be sent

7) Important points to be noted with respect to registration

Officials of Participants attending CPE programme must ensure as follows :

- a) Carry the registration form at the training venue and ensure that the registration form is properly filled and have mentioned correct details.
- b) Affix photographs on the registration form.
- c) Carry two photographs with the name and PAN of the official written on the back side of the photograph.
- d) Carry original and self attested photocopy of PAN card.
- e) NSDL officials will verify the original PAN card with photograph affixed in the form (*i.e., registration form*) and with person concerned at the training venue.
- f) Carry self attested photocopy of existing certificate [certificate details as mentioned in point no. 3 above].
- g) Registration form and self attested photocopy of certificate will be retained by NSDL.

Officials of Participants will be admitted to the CPE programme only after completion of the aforesaid formalities.

8) Other details of the CPE programme

- (i) Address of the venue will be communicated later.
- (ii) 60 persons of Participants will be accommodated in a single batch.
- (iii) The CPE programme will start at 10.00 am. In this regard, Participants are requested to reach the venue by 9.00 am for completion of the registration process. Further, the CPE programme will end by 5.00 pm.
- (iv) Breakfast, lunch and high tea will be served during the training programme.
- (v) Training related material will be provided at the training venue.

(vi) At the end of the program, a candidate evaluation test will be conducted. The evaluation test will paper based test consisting of multiple choice type questions.

(vii) NSDL may cancel/postpone any of the programmes for lack of enough registrations or any other reason.

9) Delivery of certificates

After due verification and internal process of approval, NISM will dispatch the certificates to the concerned official, who has completed the CPE programme, after around 30 working days.

10) Contact details of NSDL officials

For more information / clarification, Participants may contact the following officials:

Name of the official	Telephone Number	Email address
Mr. Tushar Tambe	(022) 2499 4291	tushart@nsdl.co.in
Ms. Bhuvaneshwari Parasuraman	(022) 2499 4343	bhuvaneshwariv@nsdl.co.in
Ms. Romadeep Chakraborty	(022) 2499 4556	romadeepd@nsdl.co.in
Ms. Nandini Paradkar	(022) 2499 4544	varsham@nsdl.co.in
Mr. Harsh Kotak	(022) 2499 4487	harshk@nsdl.co.in
Mr. Narayan Venkat	(022) 2499 4479	narayanv@nsdl.co.in