

‘Annexure’

Details of Mutual Fund Distributors 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 (distributors, agents or any persons employed or engaged or to be employed or engaged in the sale and/or distribution of mutual fund products) holding any of the following **(Refer Point No. 3)**

3) Valid certificates held by Associated persons

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

- a) NISM Series V (a): Mutual Fund Distributors Certification Examination
- b) NISM Series V (a): Mutual Fund Distributors Continuing Professional Education
- c) AMFI Mutual Fund (Advisors) Module
- d) IICM: Refresher Course on Mutual Funds*
- e) CIEL: Refresher Course on Mutual Funds*

*The validity of the Certificate shall be deemed to be of five years from the date of issue of the Certificate

4) Eligibility for appearing for CPE programmes :

A) Type I:

Any person holding a certificate as mentioned in point no. 3 and the validity of which has not expired, may attend NISM Series V (a): Mutual Fund Distributors CPE Program, on submission of the Required Documents.

Also, any person holding a valid ARN Card, whether or not holding any of the above mentioned Certificates, may attend NISM Series V (a): Mutual Fund Distributors CPE Program, on submission of the Required Documents.

(On the suggestion of AMFI/Mutual Fund Distributors, this eligibility criterion has been included as a temporary measure for the operational ease of Candidates/Mutual Fund Distributors).

Note: Candidates can attend the CPE Program not before twelve months prior to expiry of the said Certificate / ARN Card.

B) Type II:

Any person who has completed the age of 50 years as on May 31, 2010, may attend NISM Series V (a): Mutual Fund Distributors CPE Program under the 'Grandfather by Age Category', on submission of the Required Documents.

Note: A person holding any of the Certificates, mentioned earlier, belongs to the 'General' Category irrespective of his/her age.

C) Type III:

Any person having experience of 10 years or more as a distributor, agent or employed or engaged in the sale and/or distribution of Mutual Fund products, as on May 31, 2010, may attend NISM Series V (a): Mutual Fund Distributors CPE Program under the 'Grandfather by Experience Category', on submission of the Required Documents.

Note: A person holding any of the Certificates, mentioned earlier, belongs to the 'General' Category irrespective of his/her age.

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

Type I	Type II	Type III
PAN card	PAN Card	PAN Card
Any one of the valid certificate as mentioned in point no. 3 above or ARN Card.	Any one of the valid certificate as mentioned in point no. 3 above or ARN Card (<i>not mandatory</i>)	Any one of the valid certificate as mentioned in point no. 3 above or ARN Card (<i>not mandatory</i>)
----	----	Proof of Experience - A Letter from an Asset Management Company, duly signed and stamped by Chief Manager (or higher designation) acknowledging that the participant has 10 years or more than 10 years of work experience in buying/selling/distribution of Mutual Funds, as on May 31, 2010
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 Series V (a): Mutual Fund Distributors CPE Program.

5) Fee for the CPE Programme

The fee for CPE Programme will be Rs. 2,248 (*Inclusive of service tax*) per person. Participants/Entities 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/Entity are attending the CPE programme, then the demand draft must be sent well in advance along with the details of the officials in the format provided at point no. 6 below, at the following address:

The Senior Vice President
 Business Development & Products Department
 National Securities Depository Limited
 4th Floor, A Wing, Trade World
 Kamala Mills Compound,
 Senapati Bapat Marg, Lower Parel,
 Mumbai – 400013.

In case official of Participants/Entities (*where officials are not more than three*) wish to handover the demand draft / pay order at the training venue, the same can be done. In such a case, the concerned official must mention his/her name, name of the Participant/Entity and DP ID (if applicable) on the backside of the demand draft.

Further, Participants/Entities can also make an electronic payment through RTGS or NEFT system. The bank details of NSDL for making RTGS or NEFT payment are as follows:

- a) Bank Name – IDBI Bank Limited
- b) Bank Account Number – 0004103000052429
- c) IFSC Code - IBKL0000004

After the payment is done through RTGS or NEFT, Participants/Entities must ensure to send an email at cpe@nsdl.co.in, mentioning the UTR / Transaction number.

6) Registration of officials of Participants/Entities for the CPE Programme

Officials of Participants/Entities will be required to fill- up registration form as enclosed at Annexure I. In addition to this form, Participants/Entities must register the names of their representatives / officials by sending an email at cpe@nsdl.co.in in the format given below :

Category of Candidate	Name of CPE Module / Location & Date	Name of the official	DP ID (If applicable)	Name of the Participant / Entity	email ID of the official	Mobile number of the official	Name of previous certification	Expiry date of previous certificate	Date of Birth

7) Important points to be noted with respect to registration

Officials of Participants/Entities 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 photograph 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 / ARN card [certificate details as mentioned in point no. 3 above].
- g) Registration form and self attested photocopy of certificate / ARN card will be retained by NSDL.

Officials of Participants/Entities 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/Entities will be accommodated in a single batch.
- (iii) The CPE programme will start at 10.00 am. In this regard, Participants/Entities 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
Mr. Siddharth Ghosh	(022) 2499 4760	siddharth.ghosh@nsdl.co.in
Mr. Ritwik Mohanty	(022) 2499 4231	ritwikm@nsdl.co.in
Mr. Vipin Warke	(022) 2499 4239	vipinw@nsdl.co.in
Mr. Harsh Kotak	(022) 2499 4487	harshk@nsdl.co.in
Mr. Narayan Venkat	(022) 2499 4479	narayanv@nsdl.co.in