User Manual

BUDS REGISTRY

SCHEME MANAGEMENT BY NODAL OFFICER & SECONDARY USERS OF DEPOSIT TAKER

Developed by
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Document Release Note

Version History

Version Number	Details	Prepared By	Reviewed By	Date
1.0	Scheme Management by Nodal officer and Secondary Users of Deposit Taker	Rohit Babu	Amit Namdeo (Assistant Vice President)	23/10/2024

About this Document:

Purpose

This user manual serves as a comprehensive guide for understanding and utilizing the BUDS (Banning of Unregulated Deposit Schemes) Registry platform. The primary purpose of this document is to guide the Nodal Officer and Secondary Users of Deposit Taker on Scheme creation and Scheme Search. It is designed to provide step by step illustration of all the steps that are required for Scheme Management by Deposit Takers.

Intended Audience

This user manual is intended for use by all Deposit Takers operating in India who are required to manage the schemes on the BUDS portal. The Nodal Officer and Secondary Users (if role assigned to them by their Nodal Officers) appointed by the Deposit Taker will be responsible for completing the Scheme Management processes on behalf of the Deposit Taker on the portal.

"Users" in this manual refer to the Nodal Officer/Secondary Users accessing the BUDS Registry portal on behalf of the Deposit Taker.

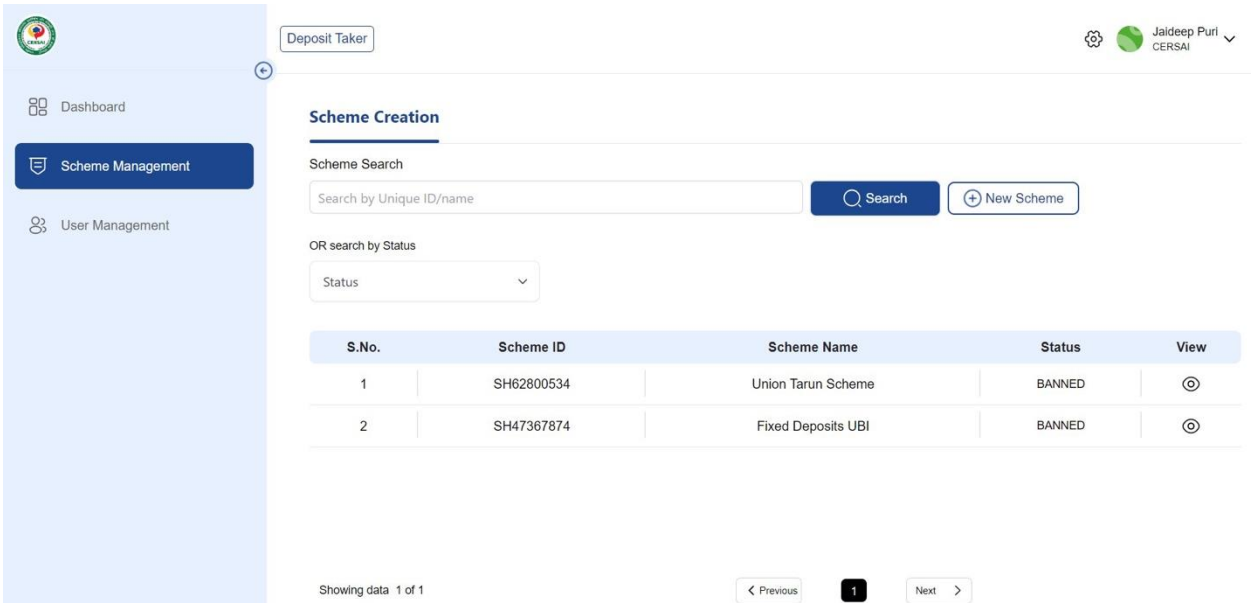
Introduction

The BUDS (Banning of Unregulated Deposit Schemes) Registry is a comprehensive digital platform designed to implement and enforce the Banning of Unregulated Deposit Schemes Act, 2019. This act aims to protect investors from fraudulent deposit schemes and regulate the deposit-taking activities in India.
This user manual will guide users through the various features and functionalities of the BUDS Registry, ensuring users can effectively use the system to comply with regulations, manage deposit schemes, and contribute to a safer financial ecosystem in India.

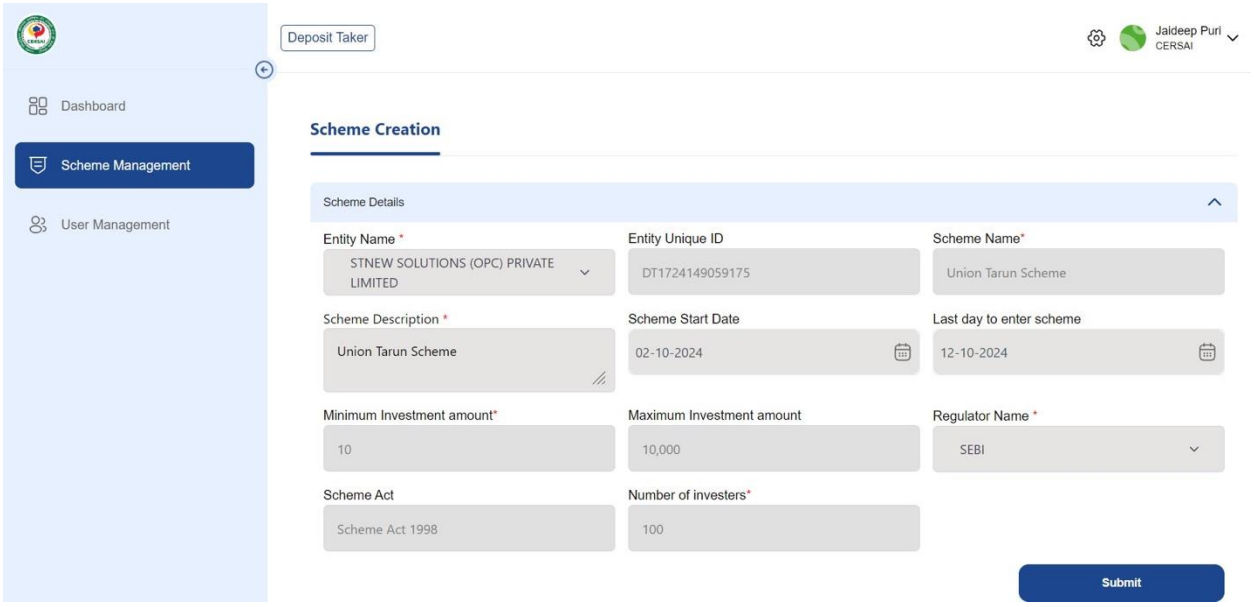
Scheme Management

Once the registration request of Deposit Taker is approved by the BUDS admin, the users can access the Scheme Management tab post login into the BUDS Portal on the left pane of the Homepage. In this section, the users can view the previously created schemes and can also create new schemes.

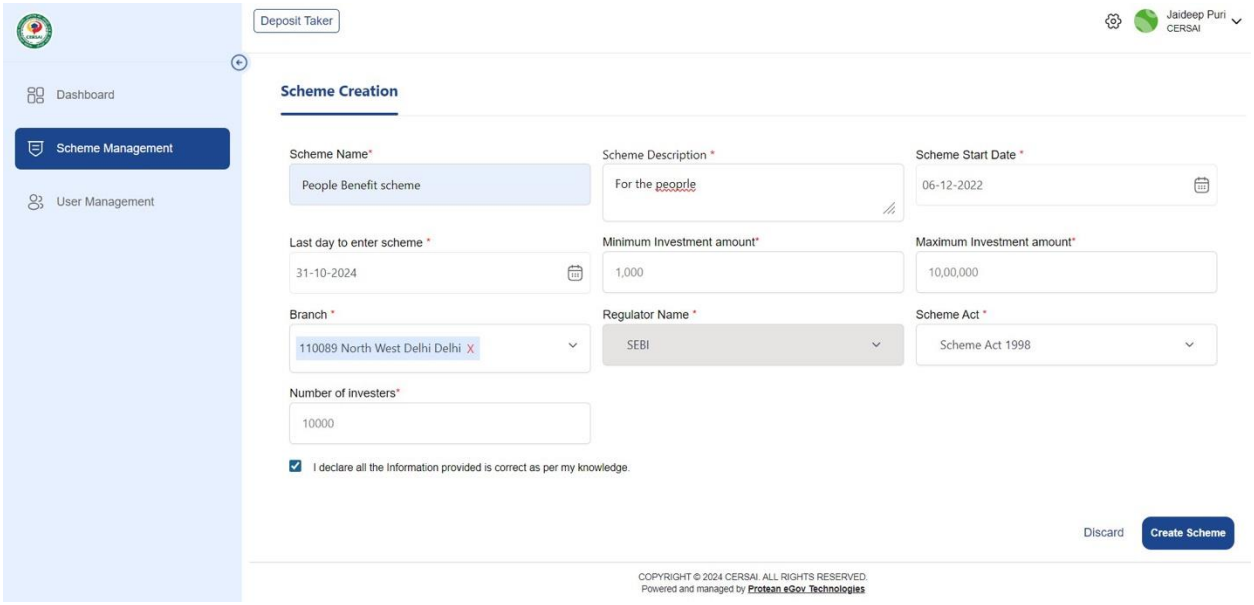
1. **Schemes List**
   a) This section displays the names of all the **'Schemes'** registered for the Deposit Taker on the platform.
   b) The users can search using either the name of the Deposit Taker or its Unique ID, or apply filters to refine the list.
   c) The table shows the Scheme ID, Scheme Name, Status of the schemes.



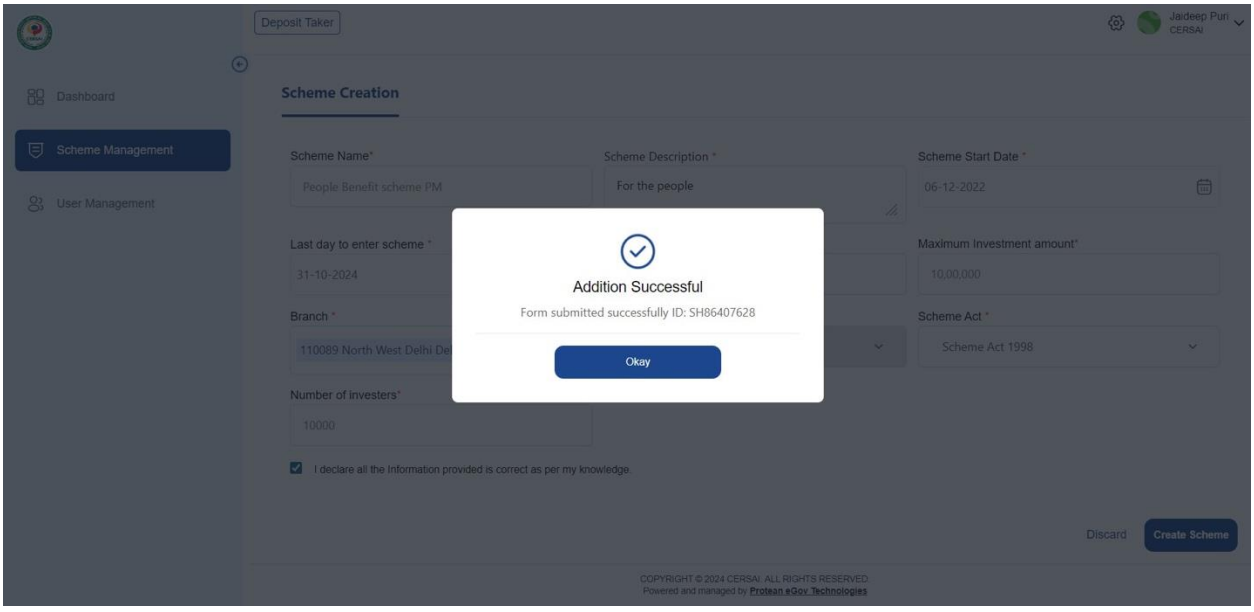
   d) Users can view the details of each **Scheme** by clicking on the eye icon available on the last column of the table. Then, each of the sections can be expanded and the details can be viewed.



2. **Scheme Creation**
   a) After clicking on the 'New Scheme' button, a new form would open.
   b) The following data should be entered into the text box: Scheme Name, Scheme Description, Scheme Start Date, Last Day to Enter Scheme, Minimum Investment Amount, Maximum Investment Amount, Regulator Name, Branch, Scheme Act, Number of Investors.
   c) The users are required to check the box to declare that the information provided is correct to the best of their knowledge.
   d) Then, the users can click on the 'Create Scheme' to save the details.



   e) Once the scheme is created successfully, Scheme ID is generated and is displayed on the screen. Users may keep a note of this scheme ID for future reference.



Post clicking the **'Okay'** button the users would be navigated back to the Scheme Management page.

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