User Manual

BUDS REGISTRY DEPOSIT TAKER REGISTRATION



Developed by Protean eGov Technology

09.09.2024

Document Release Note

Version History

Version Number	Change/Update Description	Module	Date
1.0	Registration of deposit taker on BUDS portal	Sign-up, Login, Update Profile	09/09/24

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 deposit taker on registration journey. It is designed to provide step by step illustration of all the steps that are required to complete the registration process.

Intended Audience

This user manual is intended for use by all Deposit takers operating in India who are required to register on the BUDS portal. The Nodal officer appointed by Deposit Taker will be responsible for completing the registration process on behalf of deposit taker on the portal.

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 you through the various features and functionalities of the BUDS Registry, ensuring you can effectively use the system to comply with regulations, manage deposit schemes, and contribute to a safer financial ecosystem in India.

Registration

The BUDS registry will be accessible to four types of Entities for registration i.e., Deposit Takers, Regulators, Competent Authorities and Designated Courts. This user manual provides process flow of registration of Deposit Takers on the BUDS portal. The user is required to complete the sign up journey on the portal. Password set link is sent to the registered email address of the nodal officer on completion of the signup journey. And post login, once the nodal officer completes the entity profile section request is submitted to BUDS admin for approval.

Steps to Follow for Registration

Please follow the steps enumerated below for completing the Deposit Taker registration journey on BUDS Portal: -

- 1. Click **<Register>** button at the top-right corner of the BUDS portal landing page.
- 2. Choose entity type as Deposit Taker and click Select. This will re-direct the user to the sign-up page for deposit taker.

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								Deposit Takers : 19	

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The signup journey during registration of Deposit taker on BUDS portal has 5 key elements which are as follows: -

- a) Verification
- b) Entity Details
- c) Regulator Details
- d) Nodal officer Details
- e) Review Details

The details required in each section are described below: -

a) Verification:

- a. Enter the company name (associated with PAN), PAN number and incorporation date. In case of sole proprietorship, enter the DOB of sole proprietor.
- b. Click **<Verify details>** button for verifying the details entered.
- c. The entered Pan number will be validated against Income Tax department records and the duplication check will be performed within the system. If the data entered is unique and valid, successful message will come up and the user will be redirected to second step of registration.

2				
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=) Regulators Details	District*	State*		
	Type Name of District	Type Name of State		
Nodal Officer Details				
P Review Details				

c) Regulator Details:

- a. Select the name of the regulator under which Deposit Taker is operating from the dropdown. Then enter the registration number provided by regulator and regulator approval date.
- b. Click **<Save & Continue>** button to continue.

< Back

c. The user can go to the previous page by clicking on the **<Back>** button.

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Deposit Taker 0% Completed	Regulator Details Regulator Number (Provided by Regulator)*	Regulator Name *		Regulator approval Date *	
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② Entity Details					
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데 Nodal Officer Details					
🕒 Review Details					
	< Back				Save & Continue
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d) Nodal Officer Details:

- Enter the Nodal officer's name, Email, Mobile Number, Designation, and class 3 DSC.
 Please note that system only accepts valid class 3 DSC, and the name of DSC should exactly match with the name of the nodal officer of the Deposit Taker
- b. Once all the details are entered, click **Save & Continue** button. Upon clicking this button, the user will be prompted to verify the OTP received on the entered email id and mobile number. On successful verification of the OTP, user will be re-directed to Review page.
- c. The user can go to the previous page by clicking on the **Back>** button.

2				
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Preview Details		< Back	Back	Verify	Save & Continue
				© 2024 Protean BUDs, All Rights F	Reserved.

e) Review Details:

- a. This section allows user to verify all the details entered by the user throughout the signup journey. If user wishes to update any section, user can visit the section by clicking **<Edit>** button.
- b. User can also download the PDF file with all the filled in details for reference by clicking **<Download PDF>** button.
- c. User must read and comply to the terms and conditions and select the checkbox before submitting the request.
- d. If all the details reviewed are correct, click **<Submit>** button.
- e. Post successful submission, a confirmation message will be displayed on the screen with Deposit taker's unique registration number. The users are advised to take the note of this registration number for future reference.

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Deposit Taker 100% Completed			test Regulato		RBI Chennai
 Verification 	Ø	Regulator approval Date*	2024-08-08		
Entity Details		Nodal Officer Details	Thank you for signing up. We have sent account		Edit
😑 Regulators Details		Nodal Officer Last Name*	activation link on registered email ID. Please continue setting up account. Your registration acknowledgement ID is DT1724231967507	cer Middle Name	
f曲 Nodal Officer Details	Ø	DSC3 Certificate* Nodal Officer Designation*	Okay	cer Email*	teamt7325@gmail.com
P Review Details		I hereby declare that all information	n provided by me is correct and <u>Lagree to the Terms and Conditions</u>		
		< Back			Download PDF
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Next Steps

• After successfully signing up, users will receive a set password link on the registered email address of the nodal officer. This link will expire in 1 Day for security reasons.

Set Password - BUDS For DT172 ×	+		-	o x
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Inbox	Set Password - BUDS For DT1724231967507 Inbox x		8 C	
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▷ SentDrafts	Hello Steve Taylor, Welcome onboardl. We are pleased to inform you that you have been assigned deposit-taker-admin role If you didn't request it or need any cla out to our customer support for assistance at <u>helpdesk buds@niyamitnivesh in</u> . We would be glad to assist you.	ification, ple	ase reach	-
∽ More	Click here to set the password and get started (Set Password)			+
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 Clicking on the hyperlink <click here> will redirect the user to set the password which will be used to login to the BUDS portal. User can perform setting up of password by verifying the OTP received on the registered mobile number and email of the nodal officer.

1USXdOemRoTnpZdFpHTmpOaTAwTWpRNUxXSXpObVF0TVRrek9XVTFabUl4Wm1RdyIsImV4cGlyeURh	dGUIOIIyMDIOLTA3LT
OTP Verification	
Click on send button to send OTP to your registered email and phone number	
	USXd0emRdTnp2dFpHTmpOdTAwTWpRNUxXSXpObVF0TVRrek9XVTFabUl4Wm1RdytsImV4cGlyeURh OTP Verification Click on send button to send OTP to your registered email and phone number eand

• **OTP Verification** - Click the **<Send>** button to receive OTPs on registered email id and mobile number.

Welcome to CERSAI BUDS	aakxxxst@gmail.com 90xxx90 Mobile
	7 1 8 6 9 2
	Email
	4 1 6 1 7 5
	Time Left : 01:37 You didn't receive a code? Resend
	Submit

• Upon successful verification of mobile and email, users will be redirected for setting up the password. Once the user has set the password, user can use this password to login to the BUDS portal using the registered mobile number/email id.

There are certain requirements to be fulfilled while setting up the password which are listed below: -

Password Requirements

- At least 8 characters long
- Contains at least 1 uppercase letter,
- Contains at least 1 lowercase letter,
- Contains at least 1 number,
- Contains at least 1 special character.

Confirm Password Enter the same password again that you have entered in "Enter Password" field. Then, click **<Submit>** button.

Password Updated! Your new password has been successfully updated. Now users can login to BUDS portal to complete the registration process.



Login Journey

- 1. Click the "Log-in" button at the top-right corner of the landing page.
- 2. Enter the following details:
 - a) Entity Type (dropdown) Select Deposit Taker as the Entity Type
 - b) Email/Mobile Number of the registered nodal officer
 - c) Password
- 3. Click the **<Login>** button.

- 4. If the entered credentials are valid, users will be prompted to upload the DSC.
- 5. The users must upload the same DSC used during the signup journey.
- 6. Upon successful verification of the DSC, user will be logged into the system.

Langua	Login ×
Roga	Select Entity
Welcome to CERSAI BUDS	Deposit Taker ×
	Email id / Mobile no. Password Forgot password?
Public Seneral Public Register on pay	Upload DSC
Scheme Sea	Document

Update Profile

After successfully logging in, users must access update profile section and upload necessary information and documents sought by CERSAI to complete the registration process and send the request to BUDS admin for approval. Update profile section can be accessed through **<Settings>** button at the top-right corner.

The user will be able to see six sections in update profile section which are listed as below: -

- a) Entity Details
- b) Nodal Officer Details
- c) Regulator Details
- d) Management Details
- e) Upload Documents
- f) Branches

The action required in each section is detailed below: -

a) Entity Details

- a. Verify all the details filled during the signup journey.
- b. Click **<Save & Continue>** button to continue.

Profile Reset Password Update DSC 3 Certificate O% Completed O% Completed Image: Company Name (As per PAN)* PAN Number * O% Completed Image: Company Name (As per PAN)* PAN Number * O% Completed Image: Company Name (As per PAN)* PAN Number * Date of In-corporation * 27-02-2021 Unique ID Number* Registered Address Line 1* Delhi Type of Entity* Partnership firm District* South West Delhi Delhi	
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Management Details	
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b) Nodal Officer Details

- a. Verify all the details filled during the signup journey.
- b. Click **<Save & Continue>** button to continue.
- c. The user can go to the previous page by clicking on the **<Back>** button.

۲	Deposit Taker				@
Dashboard	Profile Reset Passwo	ord Up	odate DSC 3 Certificate		
			Nodal Officer First Name*	Nodal Officer Middle Name	Nodal Officer Last Name*
	25% Completed		Nodal Officer Mobile Number*	Nodal Officer Email*	Nodal Officer Designation*
	Entity Details	>	8976452317		Manager
	Nodal Officer Details	>			
	Regulator Details	>			
	Management Details	>			
	Upload Documents	>			
	Branches	>			
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				© 2024 Protean BUDs, All Rights Reserv	ed.

c) Regulator Details Verify all the details filled during the signup journey. a. Click <Save & Continue> button to continue. b. The user can go to the previous page by clicking on the **<Back>** button. c. (?) ⊛ Deposit Taker € B Dashboard Profile Reset Password Update DSC 3 Certificate Regulator Number (Provided by Regulator)* Regulator Name * Regulator approval Date 123456 RBI 01-09-2024 ÷ 50% Completed Entity Details Nodal Officer Details > Regulator Details Management Details > Upload Documents Branches > < Back Save and continue © 2024 Protean BUDs, All Rights Reserved. d) Management Details a. Enter all the mandatory fields as displayed on the screen to proceed further. Once all details are filled, click the **<Save & Continue>** button to continue. b. The user can go to the previous page by clicking on the **<Back>** button. c. (?) Profile Reset Password Update DSC 3 Certificate € Add management personnel B Dashboard Ð 75% Completed Management Personnel 1 First Name Middle Name Entity Details > Last Name * Designation * Nodal Officer Details Select Enter middle name Regulator Details > Landline Number Email Id Enter landline number Enter email Id Management Details Address line 1 * Address line 2 Upload Documents > Branches Pin Code * State Enter pin code District *

< Back

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e) Upload Documents

- a. User must upload all the required documents as displayed on the screen to proceed further. The documents that are required to be uploaded are detailed below.
- b. Once all the documents are uploaded, click the **<Save & Continue>** button to continue.
- c. The user can go to the previous page by clicking on the **<Back>** button.

Documents Required for Registration on Buds Portal					
PAN of Deposit Taker					
GST of Deposit Taker					
Specific Power of Attorney in favor of nodal officer w.r.t registration on BUDS portal and appoint nodal officer supported by Board Resolution (if any)					
Photo c	of nodal officer				
ID proof of nodal officer (PAN Card, Aadhaar Car any other offi	d, Driving License, Voter ID card, Passport, CKYC card or cially valid document				
Document required for registration for	or various constitution types (detailed below)				
Constitution Type	Required Documents for registration				
Company/LLP	Certificate of Incorporation and Memorandum and Articles of Association				
Partnership firm	Registration certificate and Partnership deed				
Trust	Registration certificate and Trust deed Resolution of the managing body of such association or body of individuals				
Association of Persons/Body of Individuals/ Societies					
Proprietorship Concern	Registration certificate including Udyam Registration Certificate (URC) issued by the Government and Certificate/license issued by the municipal authorities under Shop and Establishment Act				

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Dashboard	Profile Reset Passv	Vord Update DSC 3 Certificate Upload Documents	
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	Nodal Officer Details	No Document uploaded	Ţ
	Regulator Details	Document required for registration for various constitution types * No Document uploaded	Ŀ
	Management Details	>	
	Upload Documents	Specific Power of Attorney in favour of nodal officer w.r.t registration on BUDS portal and appointment of nodal officer supported by Board Resolution No Document uploaded	(if any)*
	Branches	D Proof of Nodal Officer* No Document uploaded	t
		Photo of Nodal Officer* No Document uploaded	Ů

f) Upload Branches

- a. User must upload the details of all the operating branches in this section.
- b. Once all details are entered, the user will need to enter the **<Place>** from where he is carrying out the registration process, select the undertaking checkbox, then click on **<Save and Submit>** button to submit the record. Upon successful submission, the record will be sent to BUDS admin. BUDS Admin will review the request and the user will not be able to modify any details in his respective profile until BUDS admin takes any decision on the request.
- c. The user can go to the previous page by clicking on the **<Back>** button.

	Profile Reset Password	Update DSC 3 Certificate
Dashboard		Upload Branches
E Scheme Management	100% Completed	Vou can upload branches in bulk. Please use this given Template.
S User Management	Entity Details	Address line 2
	Nodal Officer Details	Enter address
	Regulator Details	Pin Code State * 110023 Delhi
	Management Details	District *
	Upload Documents	South West Delhi
	Branches	enter place
		I solemnly affirm to the best of my knowledge and belief, that the information given in the Form is correct, and the nothing material has been concealed therefrom and I agree to the Terms and Conditions
		Back Save and Submit
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Reset Password

The BUDS platform also provides the user to reset the existing password if required. The user should go to Reset Password Tab post login to change the password.

Steps to Reset the Password: -

- 1. Enter the old password, new password and confirm the new password.
- 2. New password and Confirm password should be same.
- 3. On successful submission, the password will be updated, and the user will be logged out of the system and will be required to login again using the new password.

	Deposit Taker		÷ (العلم الم
E Dashboard	Profile Reset Password	Update DSC 3 Certificate	
8 User Management	Old Password*	New Password*	Confirm Password*
			Save and Continue
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