

User Manual

# BUDS REGISTRY

## DEPOSIT TAKER REGISTRATION



Developed by Protean eGov Technology

09.09.2024

## Document Release Note

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### 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

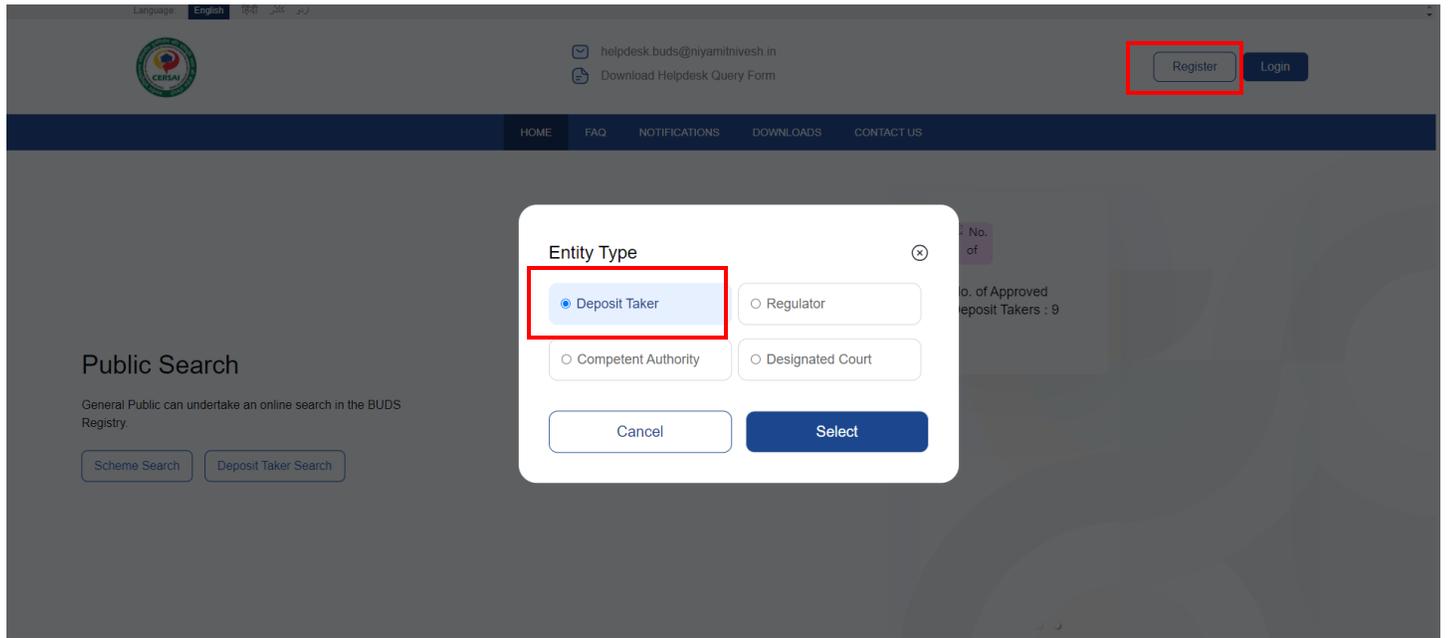
The BUDS registry will be accessible to four types of Entities for registration i.e., Deposit Takers, Regulators, Competent Authorities and Designated Courts. This user manual provides process flow of registration of Deposit Takers on the BUDS portal. The user is required to complete the sign up journey 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.

The screenshot displays the BUDS portal landing page. At the top left is the CERSAI logo. To its right are links for 'helpdesk.buds@niyamtivesh.in' and 'Download Helpdesk Query Form'. Further right are 'Register' and 'Login' buttons. A dark blue navigation bar contains links for 'HOME', 'FAQ', 'NOTIFICATIONS', 'DOWNLOADS', and 'CONTACT US'. The main content area features a 'Public Search' section with the text 'General Public can undertake an online search in the BUDS Registry' and two buttons: 'Scheme Search' and 'Deposit Taker Search'. On the right side, there is a dashboard with four statistics cards: 'No. of Active Schemes : 15', 'No. of Banned Schemes : 9', 'No. of Schemes Under Litigation : 2', and 'No. of Registered Deposit Takers : 15'.



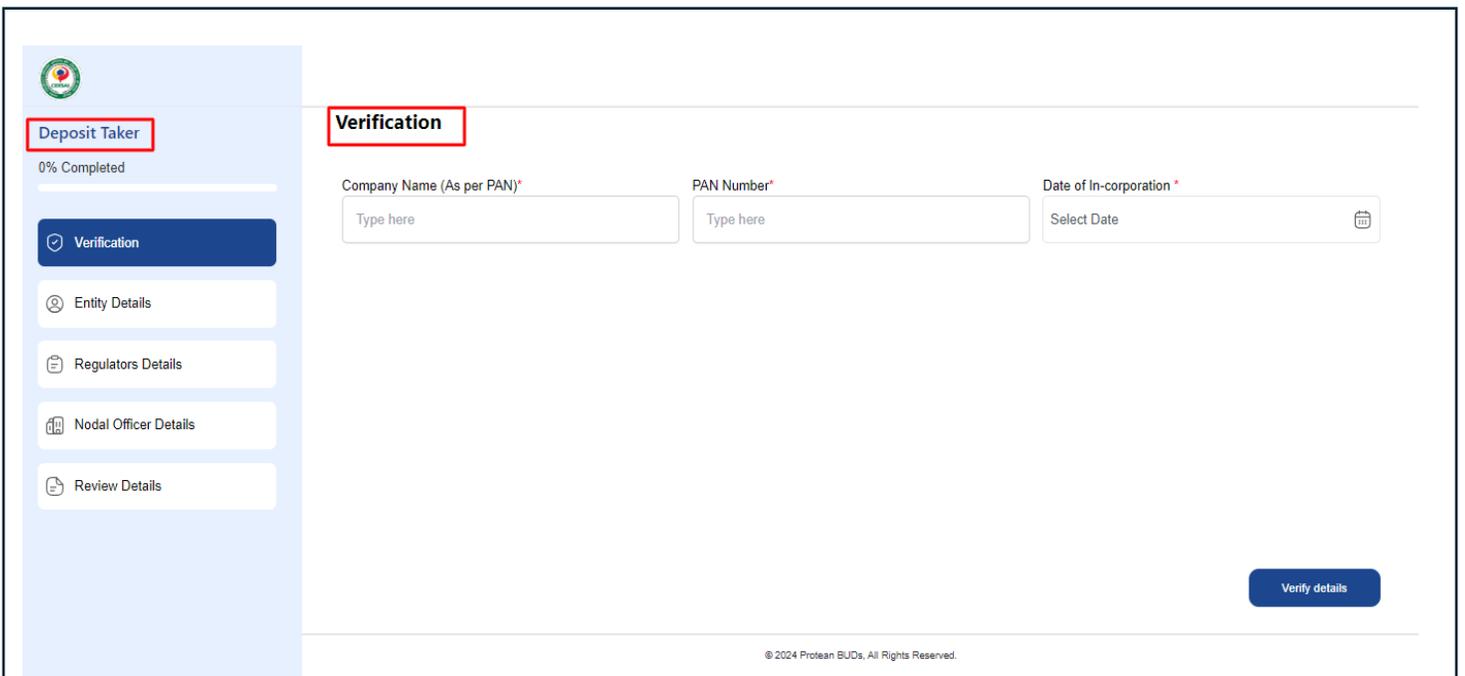
The signup journey during registration of Deposit taker on BUDS portal has 5 key elements which are as follows: -

- 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.



**Deposit Taker**  
0% Completed

**Verification**

Company Name (As per PAN)\*  
Type here

PAN Number\*  
Type here

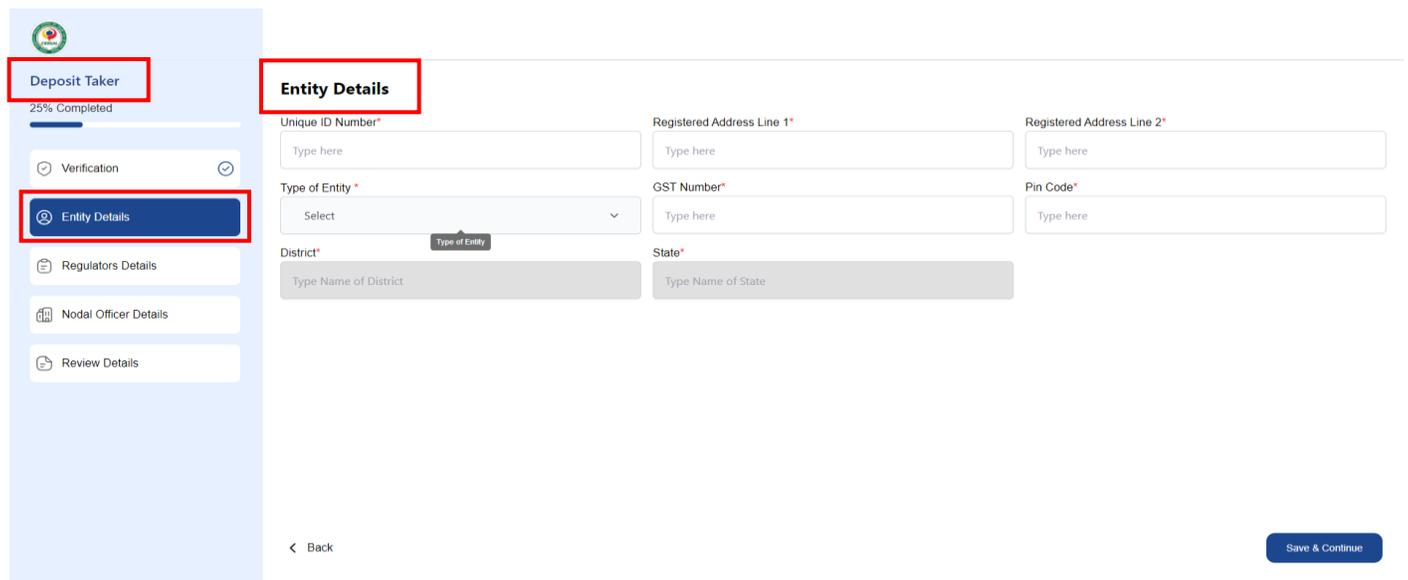
Date of In-corporation \*  
Select Date

Verify details

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## b) Entity Details:

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



**Deposit Taker**  
25% Completed

**Entity Details**

Unique ID Number\*  
Type here

Registered Address Line 1\*  
Type here

Registered Address Line 2\*  
Type here

Type of Entity \*  
Select

GST Number\*  
Type here

Pin Code\*  
Type here

District\*  
Type Name of District

State\*  
Type Name of State

< Back

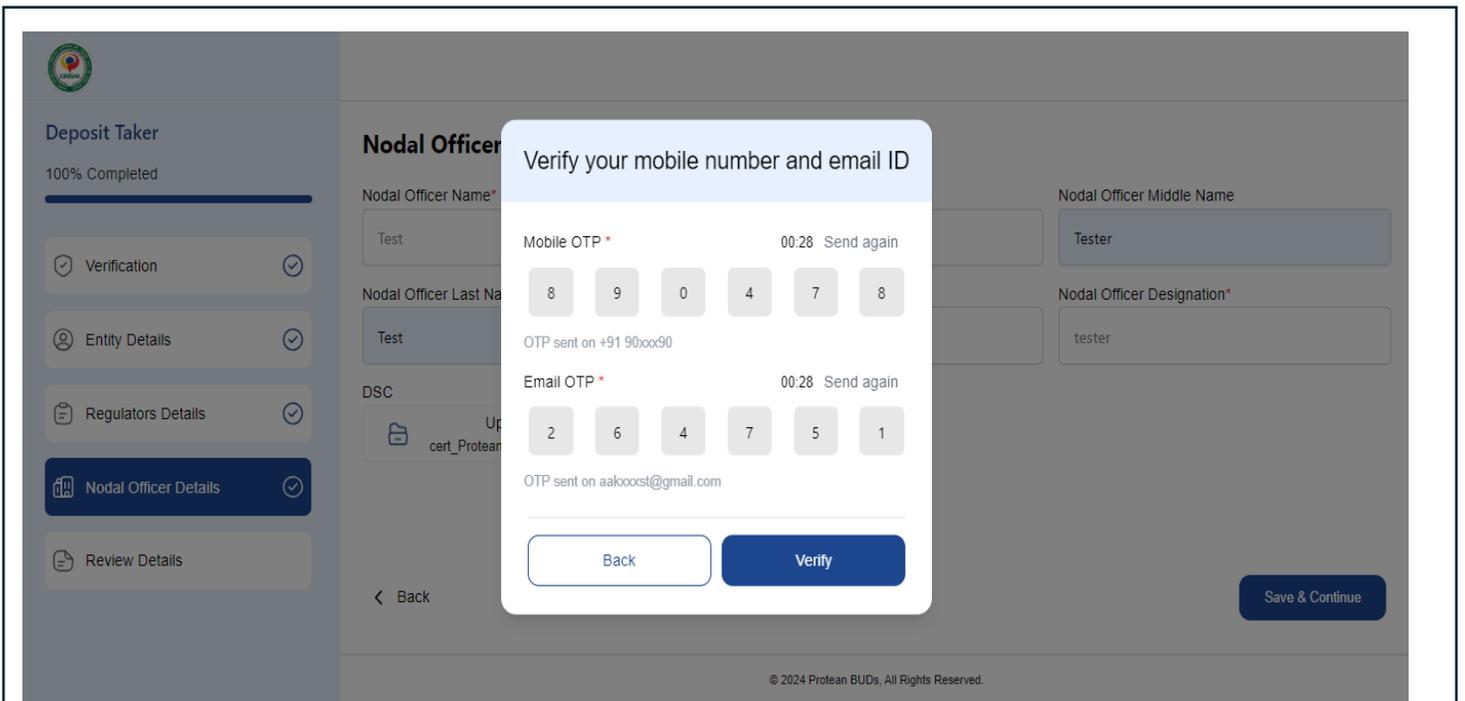
Save & Continue

## c) Regulator Details:

- 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.
- Click **<Save & Continue>** button to continue.
- The user can go to the previous page by clicking on the **<Back>** button.

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



#### e) Review Details:

- 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.
- User can also download the PDF file with all the filled in details for reference by clicking **<Download PDF>** button.
- User must read and comply to the terms and conditions and select the checkbox before submitting the request.
- If all the details reviewed are correct, click **<Submit>** button.
- 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.



### Deposit Taker

100% Completed

- Verification ✓
- Entity Details ✓
- Regulators Details ✓
- Nodal Officer Details ✓
- Review Details**

### Review Details

#### Verification

Success

Company Name (As per PAN)\* [Redacted] PAN Number\* [Redacted]  
 Date of In-corporation\* 1989-04-05

#### Entity Details

Edit

Unique ID Number\* DT002 Registered Address Line 1\* Chingpokii bandar mowgali  
 Registered Address Line 2\* Mumbai GST Number\* [Redacted]  
 Type of Entity\* Pvt Ltd Pin Code\* 380052  
 District\* Ahmedabad State\* Gujarat

< Back

Download PDF

Submit



### Deposit Taker

100% Completed

- Verification ✓
- Entity Details ✓
- Regulators Details ✓
- Nodal Officer Details ✓
- Review Details**

Nodal Officer Mobile Number\* 9090909090 Nodal Officer Designation\* tester  
 DSC DSC Uploaded

#### Regulators Details

Edit

Regulator Name\* test Regulator Number (Provided by Regulator)\* test  
 Regulator approval Date\* 2024-08-08

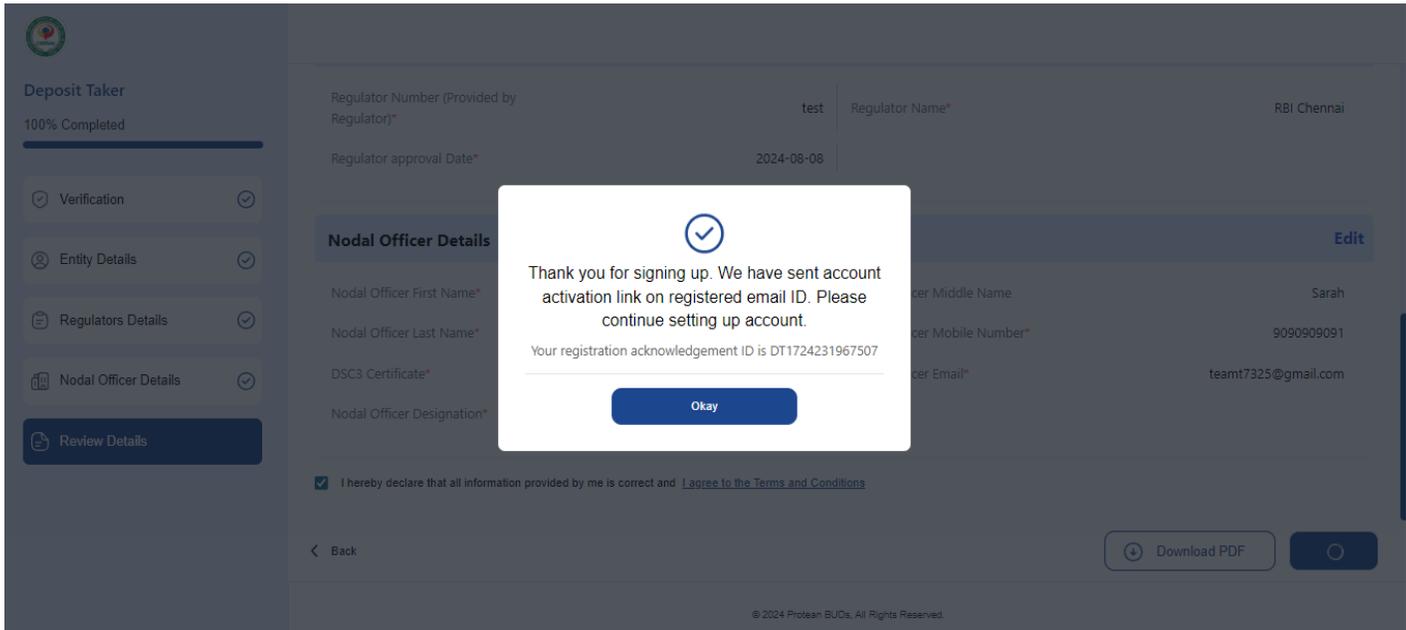
I solemnly affirm to the best of my knowledge and belief, that the information given in the Form is correct, and the nothing material has been concealed therefrom and I agree to the [Terms and Conditions](#)

< Back

Download PDF

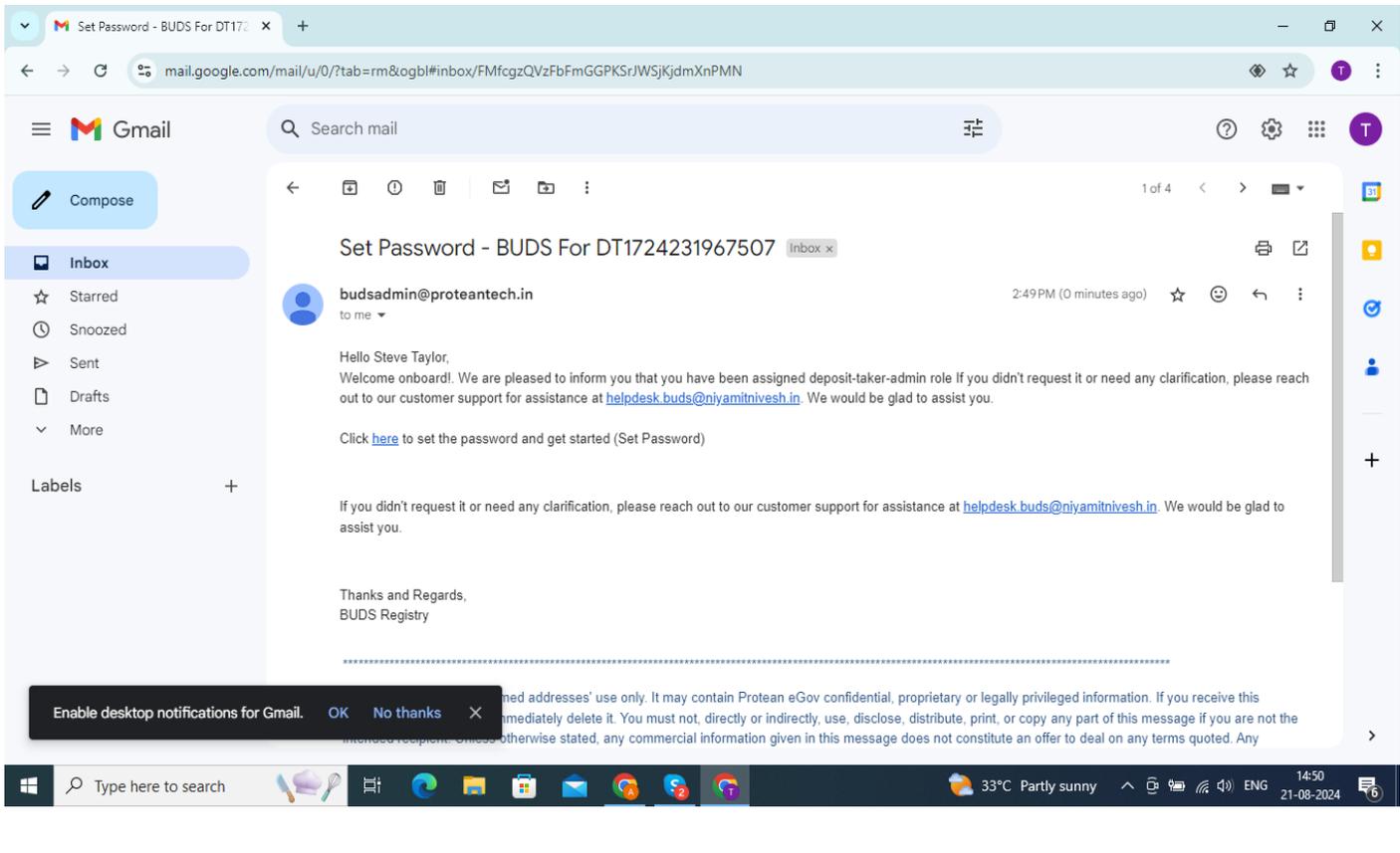
Submit

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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.





- 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.

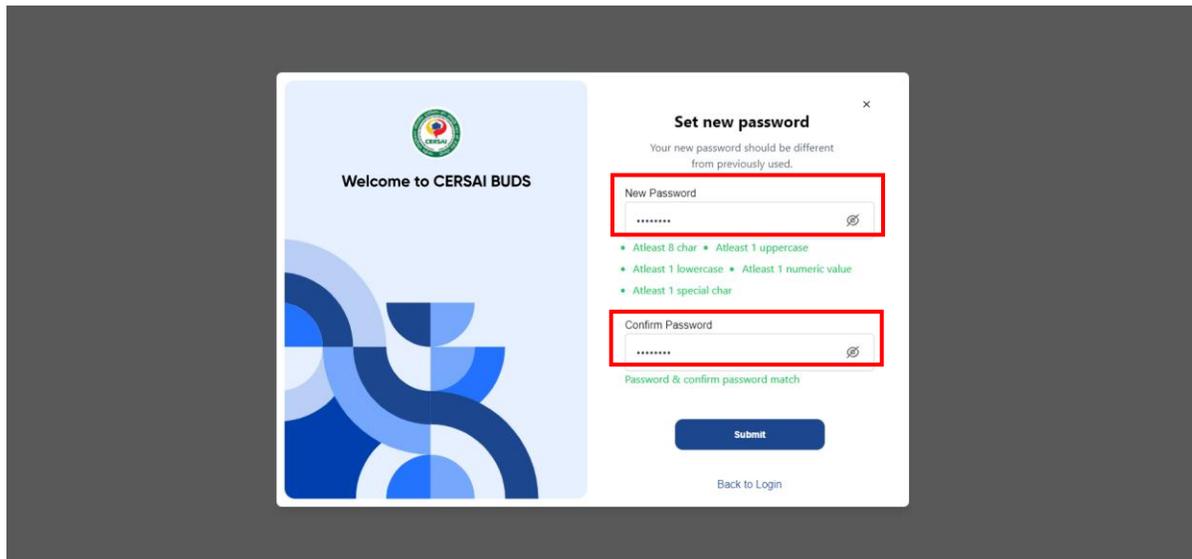
There are certain requirements to be fulfilled while setting up the password which are listed below: -

### 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.

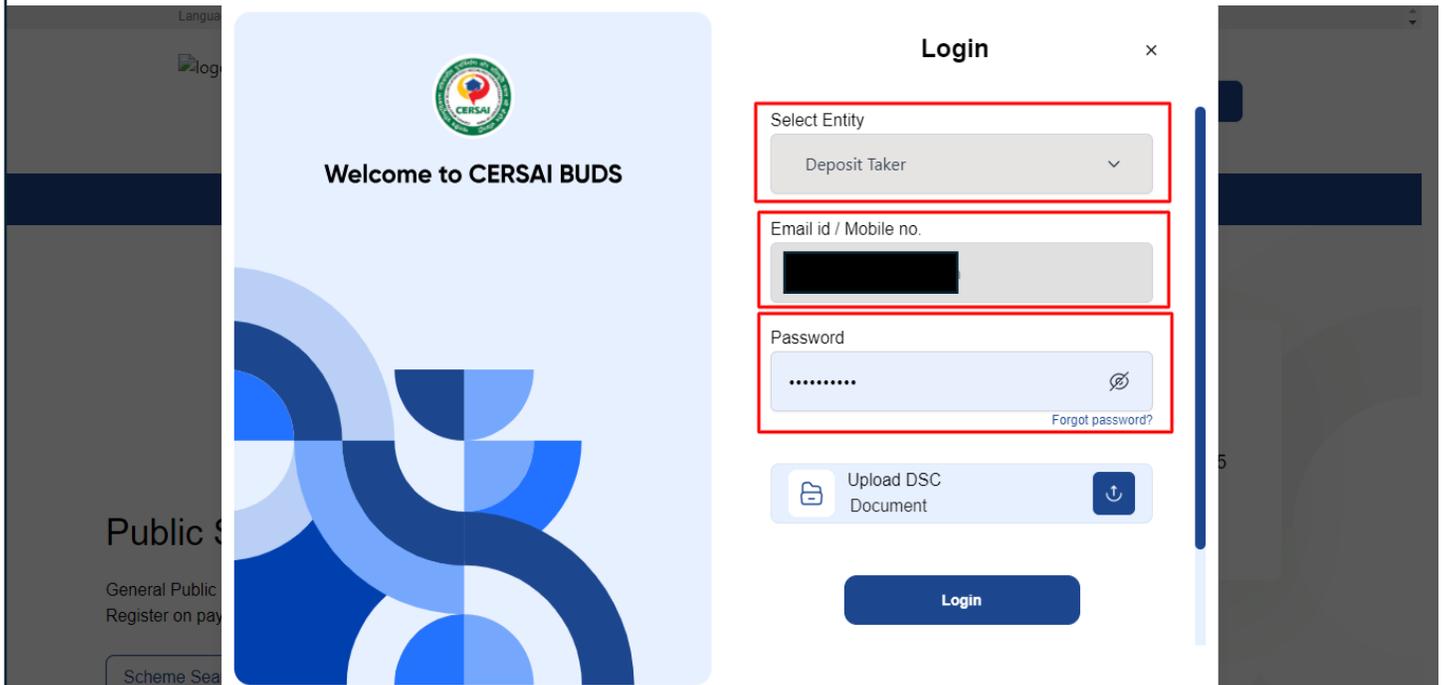
**Password Updated!** Your new password has been successfully updated. Now users can login to BUDS portal to complete the registration process.



### 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.



## 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

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

Deposit Taker

Dashboard

Profile Reset Password Update DSC 3 Certificate

0% Completed

Entity Details

Nodal Officer Details

Regulator Details

Management Details

Upload Documents

Branches

Company Name (As per PAN)\*

PAN Number \*

Date of In-corporation \*

Unique ID Number\*

Registered Address Line 1\*

Registered Address Line 2\*

Type of Entity \*

GST Number\*

Pin Code\*

District\*

State\*

South West Delhi

Delhi

Save and continue

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### b) Nodal Officer Details

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

Deposit Taker

Dashboard

Profile Reset Password Update DSC 3 Certificate

25% Completed

Entity Details

Nodal Officer Details

Regulator Details

Management Details

Upload Documents

Branches

Nodal Officer First Name\*

Nodal Officer Middle Name

Nodal Officer Last Name\*

Nodal Officer Mobile Number\*

Nodal Officer Email\*

Nodal Officer Designation\*

Manager

Back

Save and continue

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### c) Regulator Details

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

The screenshot displays the 'Regulator Details' page. On the left sidebar, the 'Regulator Details' menu item is highlighted with a red box. The main content area shows the following details:

- Profile: 50% Completed
- Entity Details
- Nodal Officer Details
- Regulator Details** (highlighted)
- Management Details
- Upload Documents
- Branches

The main form fields are:

- Regulator Number (Provided by Regulator)\*: 123456
- Regulator Name\*: RBI
- Regulator approval Date\*: 01-09-2024

Buttons: < Back, Save and continue

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### d) Management Details

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

The screenshot displays the 'Management Details' page. On the left sidebar, the 'Management Details' menu item is highlighted with a red box. The main content area shows the following details:

- Profile: 75% Completed
- Entity Details
- Nodal Officer Details
- Regulator Details
- Management Details** (highlighted)
- Upload Documents
- Branches

The main form fields are:

- Management Personnel 1
- First Name\*: Enter first name
- Middle Name: Enter middle name
- Last Name\*: Enter middle name
- Designation\*: Select
- Landline Number: Enter landline number
- Email Id: Enter email Id
- Address line 1\*: Enter address
- Address line 2: Enter address line 2
- Pin Code\*: Enter pin code
- State\*: type here
- District\*: type here

Buttons: < Back, Save and continue

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#### e) Upload Documents

- 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.
- Once all the documents are uploaded, click the **<Save & Continue>** button to continue.
- The user can go to the previous page by clicking on the **<Back>** button.

<b>Documents Required for Registration on Buds Portal</b>	
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 appointment of nodal officer supported by Board Resolution (if any)	
Photo of nodal officer	
ID proof of nodal officer (PAN Card, Aadhaar Card, Driving License, Voter ID card, Passport, CKYC card or any other officially valid document)	
Document required for registration for various constitution types (detailed below)	
<b>Constitution Type</b>	<b>Required Documents for registration</b>
Company/LLP	Certificate of Incorporation and Memorandum and Articles of Association
Partnership firm	Registration certificate and Partnership deed
Trust	Registration certificate and Trust deed
Association of Persons/Body of Individuals/ Societies	Resolution of the managing body of such association or body of individuals
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

## f) Upload Branches

- User must upload the details of all the operating branches in this section.
- 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.
- The user can go to the previous page by clicking on the **<Back>** button.

## 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.

The screenshot shows the 'Reset Password' form in the BUDS platform. The user is logged in as 'Deposit Taker'. The form includes three input fields: 'Old Password\*', 'New Password\*', and 'Confirm Password\*'. The 'Reset Password' tab is highlighted with a red box. A 'Save and Continue' button is located at the bottom right of the form. The footer contains the copyright notice: '© 2024 Protean BUDs, All Rights Reserved.'

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