



Registration of Intermediary with CVL-KRA

SEBI / FMC registered Intermediaries can register themselves with CVL-KRA. An email conveying the login ID, the POS code and the password to access the **CVL-KRA** system would be sent to the email id of the Compliance Officer. On receiving the login details, the intermediary can proceed as given below:

1. The user can access <https://www.cvlkra.com> and enter the login ID, the POS code and the password as conveyed in email for logging in to the CVL-KRA system.
2. On entering the login details the Intermediary would compulsorily be required to change the password. After successfully changing the password, the user would be required to re-login with the new credentials.
3. The user should click on **UPDATE COMPANY INFO** menu and update / verify the details available in the CVL-KRA system.
4. After completing/verifying the details in the **UPDATE COMPANY INFO** menu click on **submit**. After clicking on submit, the Intermediary would be able to view the information recorded in the CVL-KRA system. However, the intermediary would not be allowed to modify the details.
5. After clicking on **submit**, the login of the Administrator login would be sent to the **ADMIN USER EMAIL ID** mentioned on the **UPDATE COMPANY INFO** page. The Admin login id would allow the Intermediary to upload/record their clients KYC details in the KRA system using the login id, POS code and the password which has to be changed after the first login.
6. The intermediary registering itself through the above mentioned process would be allowed access to the KRA system. The completed Intermediary Registration Form along with the supporting documents have to be submitted within a period of 21 days (or for any such period as may be decided by CVL-KRA) from the date of registration.
7. It may be noted that if documents are not received within the specified time period or in case an incomplete form is received then access to the KRA system would be disabled and the same would be intimated to the Intermediary.
8. The intermediary has to submit the **Intermediary Registration Form** along with the requisite supporting documents which are available on <https://www.cvlkra.com> in the **Downloads** menu under the **Intermediary Registration** option. The completed **Intermediary Registration Form** along with the supporting documents mentioned below should be certified by the Designated / Whole Time Director(s) / Company Secretary along with seal / stamp of the Intermediary and submitted to CDSL Ventures Limited (CVL):
 - a. Copy of SEBI / FMC Registration Certificate



- b. Copy of PAN Card of the Company
 - c. Name(s) of Designated / Whole Time Director(s) / Company Secretary along with their designation, Director Identification Number (DIN) / PAN and signature(s) on the letterhead of the Intermediary.
 - d. Copy of the latest Balance Sheet
 - e. Terms and Conditions (should be stamped and signed on all pages).
9. While filling up the Intermediary Registration Form, the following points should be noted:
- a. Intermediary registered with SEBI in more than one category e.g. Depository Participant of CDSL and / or NSDL and / or Stock Broker of BSE, NSE, etc. would have to select any one of the registrations with SEBI and mention the same in the Form. The group / subsidiary / holding company registered as a separate legal entity with SEBI would have to secure a separate registration with CVL-KRA.
 - b. The intermediary has to designate an official as the Administrator to CVL-KRA system and such Administrator may be the Compliance Officer or any other official as may be decided by the intermediary. All user management functions such as password reset would be available with the CVL-KRA Administrator only.
 - c. The intermediary is required to print the **Terms and Conditions**, available at www.cvlkra.com under the Intermediary Registration option in the Downloads menu, on a A4 size paper and stamp and sign on all pages.
 - d. Valid contact numbers and email ids should be recorded in the Registration Form as the same would be referred to for reaching the Intermediary.
 - e. All enclosures mentioned in the form are mandatory.

The Intermediary Registration Form and the supporting documents have to be submitted (hand delivered or through post / courier) to CVL at the address mentioned below:-

CDSL Ventures Limited

I-202, 2nd floor (Deck Level),

Tower No. 4, Above Belapur Railway Station,

Belapur, Navi Mumbai – 400614.

The envelope containing the documents for Intermediary Registration is required to be submitted with the following words in block letters **REGISTRATION OF INTERMEDIARY WITH CVL-KRA** at the top on the front face of the envelope



bearing the address mentioned above. The envelope should also mention the details of the Intermediary including name, address and phone numbers either on the front or back of the envelope.

10. In case of any queries on registration of Intermediaries, please contact us on 022-61216913 (Mr. Rakesh Bhovar) or 022-61216906 (Mr. Santosh Patil)
