

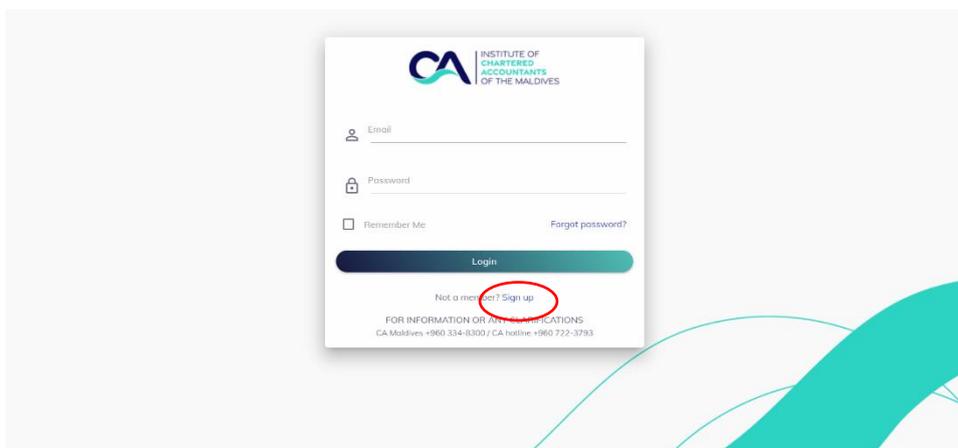
CPD Sessions – How to register (non-members)

Registration for CPD Session will be processed via CA Maldives portal. You will be required to make a profile at CA Maldives web portal and also make payment for the registration in the process. If you have already made the profile, please proceed to **Step 3**.

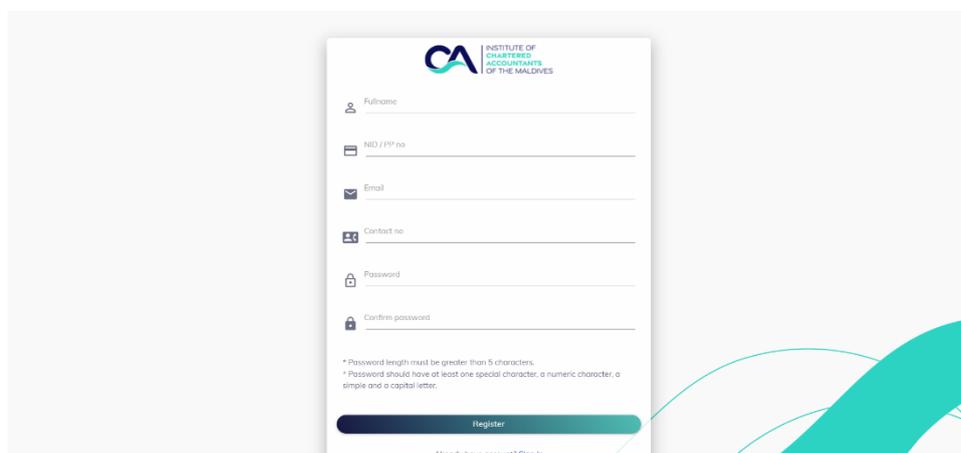
Step 1

- a. Sign up at CA Maldives portal.

Go to portal.camaldives.org



- b. Click sign up and fill the following details



Step 2

a. Fill the personal information

Upload your ID and picture

The screenshot shows the user's profile page. The 'Profile' tab is selected in the left sidebar. The 'PERSONAL INFORMATION' tab is active in the top navigation bar. The user's name is 'Mr. CA Maldives' and 'CA Maldives'. The 'Edit' button is circled in red. The personal information fields are as follows:

Field	Value
Gender	Male
Date of birth	08 September 2020
ID/PP No	C-13/2020
Mobile Phone	7223793
Email	info.camaldives@gmail.com
Nationality	Maldivian
Country of Residence	Maldives

b. Fill your address details

The screenshot shows the user's profile page with the 'ADDRESS' tab selected. The 'Edit' button is circled in red. The address details are as follows:

Field	Value
House name	Ghaazee Building (31)
Zip code	20125
Street	Ameer Ahmed Hingun
Island	Male', Male'

Field	Value
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Zip code	20125
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Field	Value
House name	Ghaazee Building (31)
Zip code	20125
Street	Ameer Ahmed Hingun
Island	Male', Male'

c. Fill your current employment details

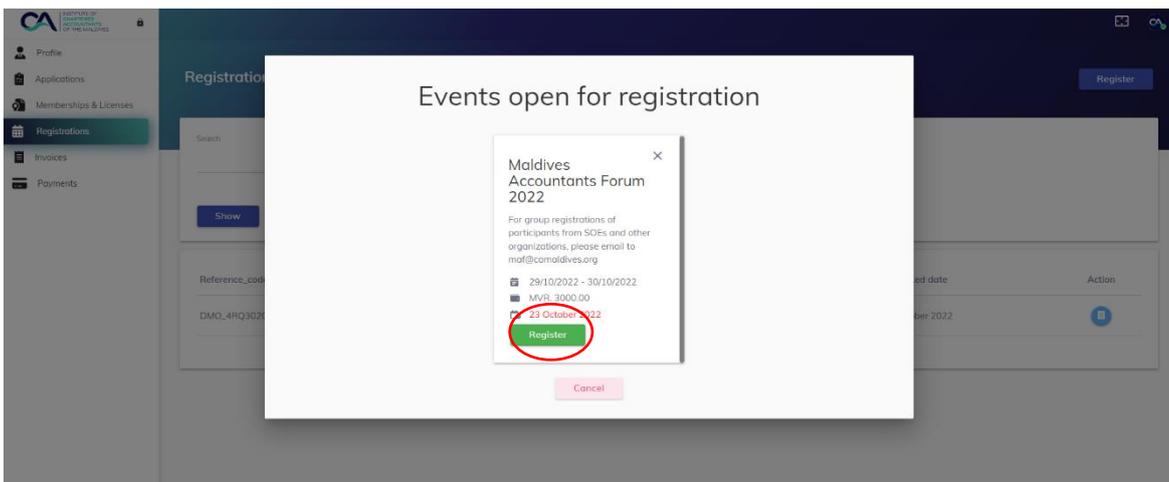
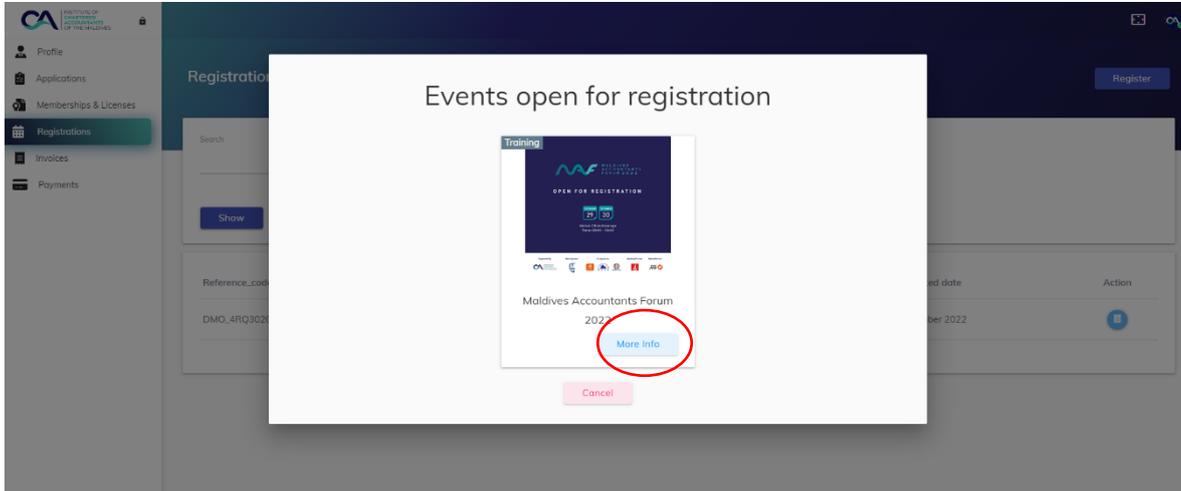
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Step 3

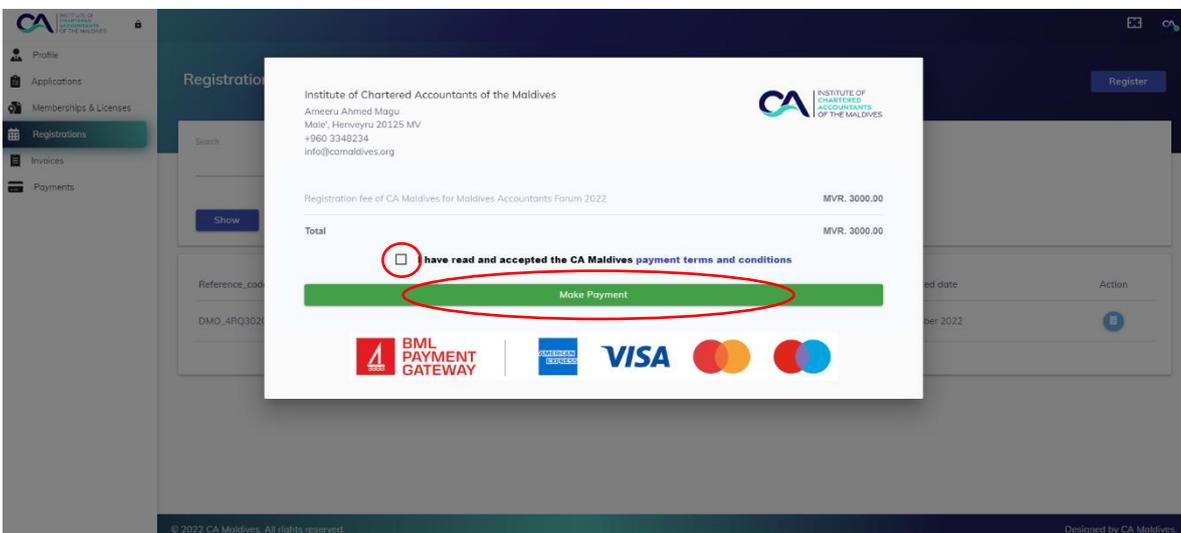
a. Go to registrations and click register

Reference_code	Event	EventType	Event_registration_status_id	Submitted date	Action
DMO_4RQ30208	Demo	Training	Registered	13 October 2022	

b. Click 'more info' and click 'register'



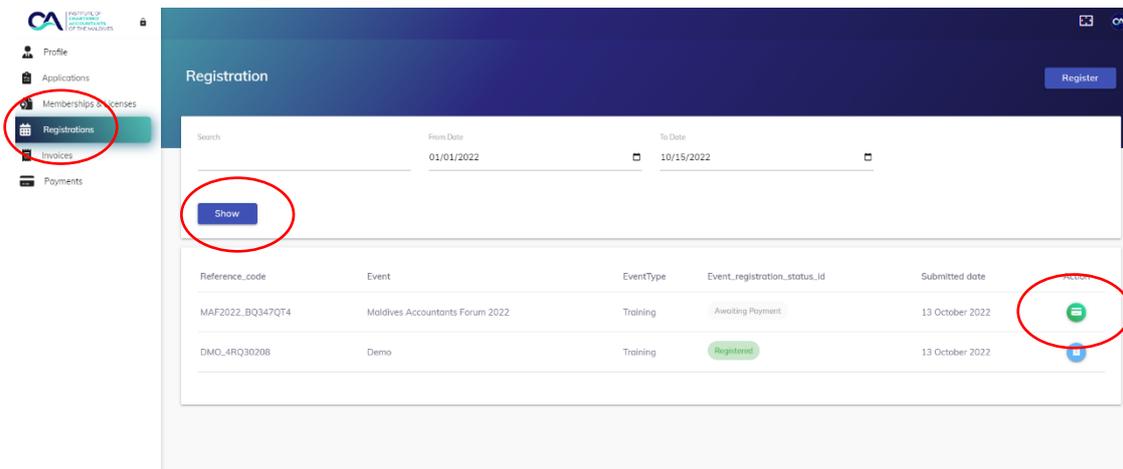
c. Proceed to BML Payment gateway and follow the steps as directed by Bank of Maldives



In case the registrations do not direct you to the payment gateway directly, proceed as below:

1. Click registrations on the menu.
2. If the desired CPD session does not show from the list below, click show.
3. Click the wallet icon.

For a secure transaction, please login to CA Maldives portal via chrome browser.



If there are any issues with the registration via CA Maldives portal, please contact 9978985.

Thank you!