



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/1454

February 05, 2009

PAN MODIFICATION EXCLUSIVELY AT CDSL-END

Pursuant to SEBI directives, DPs were advised to freeze BO accounts with no PAN details or where the PAN details had not been verified with the Income-Tax website. Further, DPs were allowed to enter or modify PAN details in the CDSL system, as and when such modifications were required to be made.

DPs are advised to note that they will not be permitted to effect modifications in PAN / PAN Verification Flag / PAN Exemption Code after the account has been opened, irrespective of the "freeze" status of the account. This functionality is scheduled for release on **Friday, 06 February, 2009**.

After the release of the above functionality, any modifications to PAN details will be effected exclusively at CDSL. For effecting any change in PAN / PAN Verification Flag / PAN Exemption Code, the DP should apply to CDSL [see **Annexure-A**] along with relevant documentation and reason for the modification [see **Annexure B**].

Queries regarding this communiqué may be addressed to **CDSL-Helpdesk** on telephone no. (022) 2272-3333 (extn. 8642, 8427, 8663, 8624, 8693, 8625, 8639), direct (022) 2272-1261, (022) 32462767, (022) 2272-2075 or email ID: helpdesk@cdslindia.com.

sd/-

Ramkumar K.
Vice President – Operations

Ref: _____

Date: _____

To:

Central Depository Services (India) Limited
17th Floor, P J Towers
Dalal Street
Fort
Mumbai – 400 001

Kind attn: Vice President – Operations

Dear Sirs,

Sub: Modification to PAN details in the CDSL system

Kindly effect the following modification to PAN details for the BOID as given below:

BOID																	
BO Name																	
Account holder	☐ First Holder					☐ Second Holder					☐ Third Holder						
Existing PAN details																	
New PAN details																	
Reason for modification	(#)																

Attached herewith, is a copy of the PAN card, duly stamped "VERIFIED WITH ORIGINAL" and signed by an official of the DP (mentioning the DP-staff name, employee code and date of verification).

Thanking you,

Yours faithfully,
for <DP ID> - <DP Name>

**Compliance Officer /
Authorized Signatory**
(as recorded with CDSL)

Encl: as above

(#) : [Please refer to Annexure-B]

REASON CODES FOR MODIFICATION OF PAN

Sr. No.	REASON DESCRIPTION	REASON CODE
1	New PAN card allotted by Income-Tax Department	1
2	Revised PAN card allotted by Income-Tax Department	2
3	Typographical error by DP staff	3
4	Rectification of erroneous PAN details previously entered	4
5	PAN of Individual entered for HUF account and vice versa	5
6	PAN of Individual entered for Partnership account and vice versa	6
7	PAN of Individual entered for Trust account and vice versa	7
8	PAN of Guardian wrongly entered in account of Minor	8
9	PAN of 1 st / 2 nd / 3 rd accountholder inadvertently inter-changed	9