



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/1459

February 10, 2009

PAN MODIFICATION AT CDSL-END

DPs are advised to refer to communiqué no. **CDSL/OPS/DP/1454** dated February 05, 2009 wherein DPs were advised to note that, with effect from February 07, 2009 onwards, they would 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.

In addition to the guidelines provided in the above communiqué, DPs are advised to note the following:

1. The PAN copy should be self-attested by the BO.
2. The copy of the PAN submitted should also be stamped: "VERIFIED WITH ORIGINAL" and contain the signature of the authorized official of the DP, name of the signatory, employee code (if any) and the date of verification.
3. The name of the BO, PAN (10 characters) and photograph of the BO should be legible and clearly visible on the PAN copy.
4. The signature of the official of the DP affixed on the request letter (on the letterhead of the DP), should be as recorded with CDSL. The PAN modification will be effected by CDSL after due verification of the signature.
5. The request letter along with the duly verified copy of PAN may be scanned and emailed to CDSL at lsjoshi@cdslindia.com, iyerk@cdslindia.com and ramk@cdslindia.com or relayed by facsimile [fax] to (022)-2272-3199 marked to the attention of Mr. L S Joshi, Mr. K H Iyer or Mr. Ramkumar K.
6. The **original** letter and duly verified copy of PAN should be received at CDSL within three days of date of email / fax.

DPs are advised to take note of the above and ensure compliance of the same.

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