



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/1519

March 26, 2009

PAN MODIFICATION AT CDSL's END

DPs are advised to refer to communiqué nos:

- ☐ CDSL/OPS/DP/1454 dated February 05, 2009
- ☐ CDSL/OPS/DP/1459 dated February 10, 2009
- ☐ CDSL/OPS/DP/1467 dated February 12, 2009

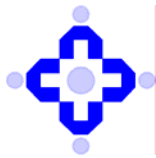
wherein DPs were advised to note that, with effect from February 07, 2009, they would not be permitted to effect modifications in PAN / PAN Verification Flag / PAN Exemption Code after the account has been opened, irrespective of the "freeze" status of the account. The procedure and guidelines for effecting modification through CDSL were also outlined therein.

In response to representations received from DPs regarding the above, CDSL is pleased to announce partial modification to procedure w.e.f. Saturday, March 28, 2009 wherein DPs will be required to send requests for PAN modification / updation only in the cases as listed below:

- PAN already entered for an account in the CDSL system where the PAN verification flag is 1 or 2
- Entry of Exemption Code (example: death of sole / joint holder) where the PAN verification flag is 2. DPs are advised to ensure that, for cases where the exemption code "H" needs to be updated in the CDSL system, the original death certificate of the account holder or a copy of the death certificate duly notarized or attested under seal by a Gazetted Officer needs to be submitted to CDSL along with the PAN modification request letter.

DPs are advised to ensure that :

- ✓ the formalities for requesting PAN modification at CDSL's end or the procedure for effecting PAN modifications to BO accounts at the DP's end, need to be mandatorily followed as outlined in the abovementioned communiqués and in concurrence with the operating instructions.
- ✓ requests for PAN modifications are sent to CDSL at least **one working day** in advance, to enable internal checks to be carried out before the request is executed.
- ✓ PAN card details are verified with original.
- ✓ PAN card details are mandatorily verified with the Income Tax website, as mentioned in the operating instructions (communiqué no. CDSL/OPS/DP/1500). The authorized signatory



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should affix his signature and date along with the DP–stamp on the copy of the PAN card certifying that the verification has been carried out.

- ✓ they will be able to "unfreeze" an account only after CDSL updates the PAN details in the system.

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/-

Laxmikant S. Joshi
Assistant Vice President – Operations

REMINDER TO DPs

- ✓ Communiqué nos. **CDSL/OPS/DP/1424** dated January 16, 2009 and **CDSL/OPS/DP/1439** dated January 28, 2009 advising DPs to ensure that all BO accounts in the Individual / NRI / Foreign National categories have been intimated about the nomination requirement latest by April 30, 2009.