



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2019/337

July 05, 2019

PAN MODIFICATION AT DP END

DPs are advised to refer to Communique no. CDSL/OPS/DP/ACCTS/6040 dated July 26, 2016, wherein we had informed the procedure for submission of PAN modification requests and the required documentation to be submitted to CDSL.

CDSL is now pleased to inform the DPs about the release of new functionality [PAN Modification maker entry by the DPs in CDSL system] to expedite the PAN modification process. DPs will be able to carry out the maker entry for PAN modification as well as PAN exemption code (if applicable) in the demat account of the BO. DPs will be required to upload the scanned copy of PAN [having the stamp and sign of the DP official along with the stamp of "Verified with original" and "PAN verified with income tax site"] at the time of maker entry for PAN modification in the demat account. The scanned copy of the PAN can be uploaded by the DP in: JPEG, JPG, TIFF, TIF or PDF format and the file size should not exceed 2 MB.

PROCEDURE TO MODIFY PAN DETAILS IN DEMAT ACCOUNT

Menu is available under module 'Master Files'

→ System Parameters

→ BO PAN modification → BO PAN modification → Modify → Maker.

- DP can modify the existing PAN along with correct verification code and applicable reason code. In case of PAN exemption code being entered by the DP, supporting documents have to be uploaded by the DP.
- DPs to upload the supporting duly verified copy of PAN.
- The PAN modification maker entries done by the DP will be verified by CDSL end. After approval by CDSL the said PAN modification will be updated in demat account and DP will be able to view the same.
- If PAN modification request is rejected by CDSL then email will be sent to the registered email ids of DP recorded in CDAS system.
- DPs are required to make note the same and also ensure that no email copies are marked to CDSL.

Queries regarding this communiqué may be addressed to:

CDSL – Helpdesk: on telephone numbers (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041 or 2300-2033. Emails may be sent to: helpdesk@cdslindia.com.

Umesh Kambli
Asst. Vice President – Operations