



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2516

June 24, 2011

UPDATION OF LANDMARK DETAILS IN BOs ADDRESS

DPs are aware that they are required to obtain documents related to proof of address from the BOs at the time of Account Opening and subsequent modification of address, if any.

CDSL has been receiving queries regarding addition of landmark details which may not be present in the proof of address document, as in the absence of such landmark details the correspondence sent to BOs are sometimes returned undelivered.

If BO has added landmark details in the address column of the Account Opening / Modification Form / Letter, then DP can capture the same in CDAS, even though the same is not appearing in the proof of address documents, preceded by words such as:

- above
- adjacent to
- behind
- near
- next to
- off
- opposite

Queries regarding this communiqué may be addressed to:

CDSL – Helpdesk on (022) 2272-8642, 2272-8427, 2272-8624, 2272-8693, 2272-8639, 2272-1261 or 2272-2075. Emails may be sent to: helpdesk@cdslindia.com.

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Ramkumar K.
Vice President – Operations