



Central Depository Services (India) Limited

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COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2532

June 30, 2011

CHANGES IN CLIENT DEMOGRAPHIC [MASTER] DETAILS THROUGH DPs WEBSITE

DPs are aware that addition, modification, deletion to BOs Demographic (Master) details in accounts can be done only on receiving written instructions duly signed by all the account holders on the account modification form or letter containing all the details specified in account modification form.

CDSL has received request from some DPs to provide a facility wherein the BO can directly update information related to demographic details.

Accordingly, CDSL is pleased to convey its concurrence to the DPs to facilitate the BOs to update the demographic details through a secured **URL** with '**https**' with specific login and password provided by the DP through its website, subject to the following conditions:

- A) DPs may permit BOs to modify / update only those details which do not require any documentary proof to be submitted by the BOs to the DPs such as:

Sr. No.	Name of the Field
1.	Primary Telephone Number / Mobile Number
2.	Fax Number
3.	E-Mail ID
4.	BO Sub-status
5.	Date of Birth (except minor account)
6.	Nationality
7.	Occupation
8.	Confirmation Waiver
9.	BO statement Cycle Code
10.	ECS Mandate
11.	Annual Income Code
12.	Beneficiary Tax Deduction
13.	Education / Degree
14.	Geographical Code
15.	Language Code
16.	Group Code



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- B) For updation of any other details that will require supporting documents as stipulated in DP Operating Instructions such as PAN card, change of address, etc., the existing procedure of BO approaching the DP and submission of Account Modification / Deletion Request form will continue.

DPs are advised to take note of the above.

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.

sd/-

Ramkumar K.
Vice President – Operations