



Central Depository Services (India) Limited

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COMMUNIQUE TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2024/348

June 25, 2024

AMENDMENTS TO DP OPERATING INSTRUCTIONS CHAPTER - 3

DPs are advised to note that amendments have been incorporated in CDSL's DP Operating Instructions [OI] **Chapter 3 - Account Administration and Maintenance** (refer **Annexure – A**).

The said amendments to the DP OI are provided in track changes mode in attached **Annexure – A**

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

Queries regarding this communiqué may be addressed to: CDSL – Helpdesk Emails may be sent to: dprtasupport@cdslindia.com and connect through our IVR Number 022-62343333.

**For and on behalf of
Central Depository Services (India) Limited.**

sd/-

**Nilesh Shah
Asst. Vice President – Operations**

Point No.	Existing	Proposed Amendments
CHAPTER 3 - ACCOUNT ADMINISTRATION AND MAINTENANCE		
3.4.17	Not Available	<p data-bbox="574 348 1386 380"><u>Change of email ID & Mobile no simultaneously.</u></p> <p data-bbox="634 422 1386 642"><u>In case of non-compliant or non-availability of email id and / mobile no. in the records of the DP out of the mandatory 6 KYC attributes relating to the demat account, based on the duly signed modification request received from the BOs, the DPs are required to do the following.</u></p> <ul data-bbox="634 705 1386 1167" style="list-style-type: none"> <li data-bbox="634 705 1386 926">• <u>In this case DP is required to send the physical copy of the modification acknowledgement letter to the BOs through the registered post on the registered address i.e. the permanent address of the BOs for such addition / updation in email Id and / or mobile number.</u> <li data-bbox="634 989 1386 1167">• <u>DPs are required to keep the records of such logs i.e. the physical copies of the letters sent through courier / registered / speed post, PODs/courier receipts, for audit purposes.</u>