



# Central Depository Services (India) Limited

Convenient + Dependable + Secure

## COMMUNIQUÉ TO DEPOSITORY PARTICIPANTS

CDSL/OPS/DP/POLCY/2024/657

October 30, 2024

### PAN MODIFICATION AT DP END

DPs are advised to refer to Communique no. CDSL/OPS/DP/POLCY/2019/337 dated July 05, 2019, wherein we had informed regarding the release of functionality PAN Modification maker entry by the DPs in CDSL system and the process for the same.

DPs are once again advised to take note of the following points while processing the PAN modification request maker entry in CDSL system.

1. DPs have to upload the self-attested PAN copy of the BO having the stamp, sign of the DP official along with the stamp of “Verified with original” and “PAN verified with income tax site” after due verification.
2. BOs self-attested signature on the PAN copy should be matched with signature as recorded in the respective demat account in CDAS system.
3. DPs should upload clear scanned copy of the PAN.
4. In case of PAN modification of the Partnership Firm / Unregistered Trust / HUF, DP has to upload the respective duly attested PAN of respective account type along with the first and last 3 pages of the duly attested deeds (Partnership Firm / Unregistered Trust / HUF).
5. In case of Mergers & Amalgamations, DP is required to upload dully attested, first and last 3 pages of Merger / Amalgamation document along with the PAN of the new entity / name.
6. DP can modify the existing PAN along with correct verification code and actual applicable reason code.
7. In case of PAN exemption code being entered by the DP, supporting documents have to be uploaded by the DP.

DPs are advised to note that the PAN modification in CDAS system that checker will be done by T + 2 working days.



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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 (022) 6234-3333, Emails may be sent to: [dptasupport@cdslindia.com](mailto:dptasupport@cdslindia.com) .

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

**sd/-**

**Nilesh Shah  
Assistant vice president – Operations**