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**NATIONAL COMMODITY & DERIVATIVES EXCHANGE LIMITED**

Circular to all the members of the Exchange  
Circular No. : NCDEX/MEMBERSHIP-019/2024  
Date : April 09, 2024  
Subject : Change in PAN Verification Mechanism

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This is with reference to the Exchange Circular no. NCDEX/MEMBERSHIP-016/2024 dated March 27, 2024 and NCDEX/MEMBERSHIP-014/2024 dated March 15, 2024 regarding change in PAN verification mechanism.

Members are further informed that implementation of changes in the PAN verification methodology will be effective from **April 20, 2024**.

The revised file format for bulk upload of PAN details is enclosed herewith as Annexure 1.

Members are advised to get the necessary changes done at their end to incorporate the changes as mentioned above within the timelines.

Members are advised to take note of the above.

For and on behalf of  
**National Commodity & Derivatives Exchange Limited**

Sushma Pothan  
Senior Manger  
Membership

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For further information / clarifications, please contact

1. Customer Service Group on toll free number: 1800 26 62339
2. Customer Service Group by e-mail to : [askus@ncdex.com](mailto:askus@ncdex.com)

**Bulk Upload File Format**

File Nomenclature: &lt;TMID&gt;\_UPDATEPAN\_&lt;DDMMYYYY&gt;.csv

Sr. No.	Field Name	Length	Mandatory/ Optional	Description
1	Record Type	CHAR (2)	Mandatory	'20' indicates primary client. '30' indicates partner/ Director / Karta details. '40' indicates Co-Parcener details. This field shall be pre-populated in the template.
2	TMID	CHAR(5)	Mandatory	This field shall be prepopulated in the template
3	Client Code	CHAR (10)	Mandatory	This field will be prepopulated in the template.
4	Existing Client / Person Name	CHAR (135)	Mandatory	In case of Record type 20, this field shall contain existing client Name. In case of record type 30 and 40, it shall contain person's name.
5	Existing PAN	CHAR (10)	Mandatory	This will be pre -populated in the template.
6	Client Name / Person Name	CHAR(135)	Mandatory	Client name/ Person's name as mentioned in sequence First Name, Middle Name and Last name. In case of non-individual client, the user can enter name as registered in Income Tax Department.
7	PAN	CHAR (10)	Mandatory	Valid PAN in format (5 char – 4 digits – 1 char) registered with Income Tax Department.
8	Req. for PAN and Aadhar Linkage	CHAR(1)	Mandatory	Expected aadhar seeding value - 'Y' or 'N'
9	DOB/DOC	DATE	Mandatory	Date of Birth (for Individual), Date of Commencement (for non-Individual) Date format should be (DD-MON-YYYY)