

## **Important Do's and Don'ts for All Demat Account Holders**

In our endeavour to create a “World of Smart Investors”, we advise all our clients to go through important Do's & Don'ts to be kept in mind while dealing in Capital Markets

### **DO's FOR INVESTOR – CDSL**

**Please:**

1. Verify your transaction statement carefully for all debits and credits in your account. In case of any unauthorized debit or credit, inform your DP or CDSL/NSDL.
2. Handle Delivery Instruction Slips (DIS) Book issued to carefully.
3. Insist that the DIS numbers are pre-printed and your account number (client id) be pre-stamped.
4. Always mention the details like ISIN, number of securities accurately. If in doubt, contact DP or your broker
5. Please note execution of Power of Attorney is not compulsory
6. Please understand the utility of executing Power of before signing the same.
7. In case you are not transacting frequently make use of the freezing facility provided for your demat account.
8. In case you are availing margin trading facility, you will have to compulsorily open a demat account with the DP which will be jointly operated by you & the DP.
9. Authorize any corrections, over-writing or cancellations on the instruction slips by signing against the same
10. Ensure that all joint holders of the demat account sign the slip.
11. Strike out the empty space, if any, in the DIS, before submitting to DP
12. While sending securities for demat, record the distinctive numbers of securities sent.
13. Check the demat performance of the issuer company with your DP before deciding to send the certificates for demat
14. Intimate any change of address or change in bank account details to your DP immediately
15. For market transactions, submit the DIS ahead of the deadline time. DIS can be issued with a future execution date.
16. The demat account has a nomination facility and it is advisable to appoint a nominee to facilitate your heirs in obtaining the securities in your demat account, on completion of the necessary procedures
17. To open and operate your demat account, copy of PAN card of all account holders is to be submitted to the DP along with original PAN card, for verification
18. Register for CDSL's SMART (SMS Alerts Related to Transactions) facility. If any unauthorized debit is noticed, the BO should immediately inform CDSL and the Main DP, in writing. An email may be sent to CDSL at [complaints@cdslindia.com](mailto:complaints@cdslindia.com).
19. Register for CDSL's Internet based facility “easi” to monitor your demat account yourself. Contact your DP or visit CDSL's website: [www.cdslindia.com](http://www.cdslindia.com) for details
20. In order to receive all the credits coming to your demat account automatically, you can give a one-time, standing instruction to your DP

### **DONT's FOR INVESTOR - CDSL**

**Please**

1. Do not issue demat delivery instruction slip from any other family members, friends accounts. Issue the DIS only from your own demat account.
2. Keep your DIS book safely and do not sign or issue blank or incomplete DIS slips
3. Avoid over-writing, cancellations, misspellings, of the name and quantity of securities

4. Ensure that, both, your holding and transaction statements are received periodically as instructed to your DP. You are entitled to receive a transaction statement every month if you have any transactions and once a quarter if there have been no transactions in your account

### **DO's FOR INVESTOR - NSDL**

#### **Please**

1. Scrutinize thoroughly both the transaction and holding statement that you receive.
2. Handle Delivery Instruction Slips (DIS) Book issued to you carefully.
3. Insist that the DIS numbers are pre-printed and your account number (client id) be pre-stamped.
4. Always mention the details like ISIN, number of securities accurately. If in doubt, contact DP or your broker.
5. Please note Execution of Power of Attorney is not Compulsory.
6. Please understand the utility of executing Power of Attorney before signing the same.
7. In case you are not transacting frequently make use of the freezing facility provided for your demat account.
8. In case you are availing margin trading facility, you will have to compulsorily open a demat account with the DP which will be jointly operated by you & the DP
9. Authorize any corrections, over-writing or cancellations on the instruction slips by signing against the same
10. Ensure that all joint holders of the demat account sign the slip.
11. If there is space for multiple instructions and it is not used fully, please strike out the blank space for furnishing securities details.
12. Avoid over-writing, cancellations, misspellings, changing of the name and quantity of securities
13. While sending securities for demat, record the distinctive numbers of the securities sent.
14. Check the demat performance of the issuer company with your DP before deciding to send the certificates for demat.

### **DONT's FOR INVESTOR – NSDL**

#### **Please**

1. Do not issue demat delivery instruction slip from any other family members, friends accounts. Issue the DIS only from your own demat account
2. Do not sign blank Delivery instruction slip(s) while meeting security payin obligation