

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 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. Authorize any corrections, over-writing or cancellations on the instruction slips by signing against the same.
9. Ensure that all joint holders of the demat account sign the slip.
10. Strike out the empty space, if any, in the DIS, before submitting to DP.
11. While sending securities for demat, record the distinctive numbers of securities sent.
12. Check the demat performance of the issuer company with your DP before deciding to send the certificates for demat.
13. Update change in details like email id, mobile number, address etc. immediately.
14. For market transactions, submit the DIS ahead of the deadline time. DIS can be issued with a future execution date.
15. 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.
16. 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.
17. Register your email ID in your demat account by approaching your Depository Participant. You will receive email alerts for all transactions in your demat account. Register your mobile number for CDSL's free of cost SMS Alert facility - SMART and obtain alerts on your mobile for any debit transaction or credits due to corporate action or demographic changes in your demat account
18. Register for 'easi', CDSL's free of cost internet based facility to access your demat account and check the details of your holdings and/or transactions, anytime anywhere. You can easily register for easi by accessing the link -<https://web.cdslindia.com/myeasi/home/login>
19. In order to receive all the credits coming to your demat account automatically, you can give a one-time, standing instruction to your DP.
20. Ensure that your holding and transaction statements are received periodically. You are entitled to receive a transaction statement every month, if you have any transactions and once every six months if there have been no transactions in your account.
21. Check your demat account statement on receipt. In case you notice any unauthorized debits or credits, contact your Depository Participant. If not satisfied with the response, contact CDSL. You may email to [complaints@cdslindia.com](mailto:complaints@cdslindia.com)
22. Register your mobile number for CDSL's free of cost SMS Alert facility - SMART and obtain alerts on your mobile for any debit transaction or credits due to corporate action or demographic changes in your demat account.
23. Accept the Delivery Instruction Slip (DIS) book from your DP only if each slip has been pre-printed with a serial number along with your demat account number and keep it in safe custody.
24. Before granting Power of Attorney (PoA) to operate your demat account to anyone, carefully examine the scope & implications of powers being granted

## **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, mis-spellings, of the name and quantity of securities.
4. Do not share your easi / easiest login id and password with any other person.

## **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. Authorize any corrections, over-writing or cancellations on the instruction slips by signing against the same.
9. Ensure that all joint holders of the demat account sign the slip.
- 10.If there is space for multiple instructions and it is not used fully, please strike out the blank space for furnishing securities details.
- 11.Avoid over-writing, cancellations, mis-spellings, changing of the name and quantity of securities.
- 12.While sending securities for demat, record the distinctive numbers of the securities sent.
- 13.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 pay-in obligation.