

Advisory To Demat Account Holders

Do's

- 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.
- 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>
- 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.
- 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
- Accept the Delivery Instruction Slip (DIS) book from your DP only if each slip has been preprinted with a serial number along with your demat account number and keep it in safe custody.
- ***POA\ DDPI is not mandatory for opening a demat account.***
- **Before granting Power of Attorney (PoA) and Demat Debit Payin Instructions (DDPI) to operate your demat account to anyone and Your Stock broker, carefully examine the scope & implications of powers being granted.**
- Update change in details like email id, mobile number, address etc. immediately.
- The demat account has a nomination facility and it is advisable to appoint a nominee, especially in case of sole account holders.

- Register for CDSL's internet based facility 'easi' to monitor your demat account yourself: Login to <https://web.cdslindia.com/myeasineew/Registration/EasiRegistration>
- Register for CDSL's SMS Alert facility - SMART and obtain alerts for any debits in your demat account.
- CDSL sends alerts to investors on their registered mobile number through SMS and e- mail for any modification done in their master details, debit in demat account, pledge creation, change in nominee etc.
- Pay attention to SMS's and emails regularly sent by CDSL. If you receive an SMS for a transaction not executed by you, inform your DP/CDSL immediately.
- Inform your DP of any change in your Personal Information (for example address or Bank Account details, email ID, Mobile number) linked to your demat account in the prescribed format and obtain confirmation of updation in system.
- Protect your login details and do not share login credentials with anyone. Password should be unique. Keep strong and complex passwords and change the password at regular intervals.
- Exercise the option to freeze the Demat account if not being used for long duration.
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Dont's

- Do not leave your DIS book with anyone else.
- Do not sign blank DIS as it is equivalent to a bearer cheque.
- Avoid over-writing, cancellations, misspellings, changing of the name and quantity of securities on DIS.
- Do not share your easi / easiest login id and password with any other person.
- Do not share One Time Password (OTP) received from your DP/ CDSL. These are meant to be used by you only.

- Do not share login credentials of e-facilities provided by CDSL such as e-DIS, easiest etc. with anyone else.
- Do not download any unknown application on your phone / device. The application may access your confidential data secretly.