

## **ADVISORY TO DEMAT ACCOUNT HOLDERS**

Ref. CDSL communique to DP i.e. CDSL/OPS/DP/GENRL/2020/15 dt. January 08, 2020

### **Dos –**

- **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](mailto:complaints@cdslindia.com)**
- 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**.
- Before granting Power of Attorney (PoA) to operate your demat account to anyone, **carefully examine the scope & implications of powers being granted**.
- **POA is not mandatory for opening a demat account**.
- **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.

### **Don'ts**

- 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 of quantity of securities on DIS.
- Do not share your easi / easiest login id and password with any other person.

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