

## **Dos and Don'ts and best practices to be followed for CDSL 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](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 and quantity of securities on DIS.
- Do not share your easi / easiest login id and password with any other person.