

- I. Deal with a SEBI registered DP for opening demat account, KYC and Depository activities.
- II. Provide complete documents for account opening and KYC (Know Your Client). Fill all the required details in Account Opening Form / KYC form in own handwriting and cancel out the blanks.
- III. Read all documents and conditions being agreed before signing the account opening form.
- IV. Accept the Delivery Instruction Slip (DIS) book from DP only (preprinted with a serial number along with client ID) and keep it in safe custody and do not sign or issue blank or partially filled DIS.
- V. Always mention the details like ISIN, number of securities accurately.
- VI. Inform any change in information linked to demat account and obtain confirmation of updation in the system.
- VII. Regularly verify balances and demat statement and reconcile with trades / transactions. viii. Appoint nominee(s) to facilitate heirs in obtaining the securities in their demat account.
- VIII. Do not fall prey to fraudsters sending emails and SMSs luring to trade in stocks / securities promising huge profits.