

## **DO'S AND DON'TS : FOR BENEFICIARY OWNERS BEFORE YOU OPERATE YOUR DEMAT ACCOUNT**

### **DO's :**

1. Handle Delivery Instruction Slips (DIS) Books issued to you carefully.
2. Insist that the DIS numbers are pre-printed and your account number (client id) be pre-stamped.
3. While sending securities for demat, record the distinctive number of the securities sent.
4. Check the demat performance of the issuer company with your DP before deciding to send depository participant.
5. Scrutinize minutely both the transaction and the holding statements that you receive from your depository participant.
6. Always mention the details like ISIN, number of securities accurately. If in case of any doubt, contact Depository Participant or your Broker.
7. Authorize any corrections, over-writing or cancellation on the instruction slips by signing against the same
8. Ensure that all joint holders of the demat account sign the slip.
9. If there is space for multiple instructions and it is not used full, please strike out the blank space for furnishing securities details.
10. Avoid over-writing, cancellations, misspellings, changing of the name and quantity of securities.
11. In case you are not transacting frequently make use of the freezing facilities.

### **DON'Ts :**

1. Do not issue depository delivery instruction slip from any other family members/friends accounts. Issue the DIS only from your own depository account.
2. Do not sign blank Delivery instruction slip(s) while meeting security pay-in obligation.

### **DISCLAIMER**

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I hereby acknowledge that I have read and understood the above Do's and Don'ts.