

Dos

Dos & Don'ts – Depository Clients

Please

- 1 Scrutinize thoroughly both the transaction and holding statement that you receive.
- 2 Handle Delivery Instruction Slips(DIS) book issued to you very carefully.
- 3 Insist that DIS numbers are pre-printed and your account number (Client-id) be pre-stamped.
- 4 While sending securities for demat, record the distinctive numbers of the securities sent.
- 5 Check the demat performance of the issuer company with your DP before deciding to send certificates for demat.
- 6 Always mention the details like ISIN, number of securities accurately. In case of doubt contact DP or your broker.
- 7 Authorize any corrections, over-writing or cancellations 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 fully, 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 availing margin trading facility, you will have to compulsorily open a demat account with the DP which will be jointly operated by you & the DP.
- 12 Please note execution of Power of Attorney is not compulsory.
- 13 Please understand the utility of executing Power of Attorney before signing the same.
- 14 In case you are not transacting frequently make use of the freezing provided for your demat account.
- 15 Do fill in the nomination form properly and affix your signature.

Don'ts

Please

- 1 Do not issue demat delivery instruction slip from any other family members, friends accounts, issue the DIS only from your own demat account.
- 2 Do not sign blank Delivery Instruction Slip(s) while meeting security pay in obligation.
- 3 Do not sign blank Nomination form without nominating / writing the Nominee's name

Dos

Dos & Don'ts – Broking Clients

Please

- 1 Do call the dealers over the office land line telephone numbers to place your orders either to buy or sell securities.
- 2 Make payments always through 'Account payee' cheque favoring of DBS Cholamandalam Securities Limited
- 3 Insist for a trade confirmation from the concerned dealers on the same day of trade.
- 4 In case of purchase of stock, ensure the payments are made on T+1 basis promptly
- 5 In case of sale of stock, ensure the movement of stock takes place on T+1 basis promptly.
- 6 Ensure you receive Contract Note on your sale / buy promptly from the company.
- 7 Do respond immediately to the concerned branch or Head Office, whenever you receive a SMS, Electronic Contract Note or Contract note on trade without your knowledge.
- 8 Check your Demat account for receipt of shares which is bought by you

Don'ts

Please

- 1 Do not contact the dealers over their mobile phones for placing the orders.
- 2 Do not give signed blank cheque to anyone. Do not pay cash to anyone in lieu of cheque.
- 3 Do not give any blanket permission / consent / undertaking to Relationship Manager or Dealer to deal with your account as they deem fit.