



SPS Share Brokers Private Limited

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ADVISORY TO DEMAT ACCOUNT HOLDERS

Considering the recent developments in the securities market, demat account holders are to follow the below mentioned Dos and Don'ts.

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 US at 022-62746274 or email on investors@spssharebrokers.com . If not satisfied with the response, contact CDSL. You may email to 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.