

Advisory – KYC Compliance

6 KYC attributes that are mandatory for trading on the Exchange and Your Demat Account to Keep Unfreeze.

1. **NAME:** Name of All Holders should match with PAN Card as well as name as on Income Tax site.
2. **PAN:** PAN should be seeded with Aadhar (UIDAI – Unique Identification Authority of India), Online PAN Verification
Please check to see if your PAN is linked. :
<https://eportal.incometax.gov.in/iec/foervices/#/pre-login/bl-link-aadhaar>
3. **ADDRESS:** Verify that your address matches the address proof you submitted in accordance with the KYC List.
4. **MOBILE NO:** Give a Depository Participant (DP) or Trading Member/Stock Broker (TM) your working mobile number. Updates are made on a priority basis. You have 15 days to submit a modification form and change your accurate mobile number to both your trading account and your Demat account if one mobile number is mapped with multiple Demat accounts and the family flag is not altered. All the Holders must provide separate Mobile Number.

Note: Verification of a mobile number is required while opening and modifying a trading and demat account

5. **EMAIL ID:** All the Holders must provide separate Email ID. Give a Depository Participant (DP) or Trading Member/Stock Broker (TM) your valid Email ID. Updates are made on a priority basis. You have 15 days to submit a modification form and change your accurate Valid Email ID to both your trading account and your Demat account if one Email ID is mapped with multiple Demat accounts and the family flag is not Updated.

Note: Verification of a mobile number is required while opening and modifying a trading and demat account

6. **INCOME RANGE:** Declaration of Income range has been mandatory by the Depository Participant and Every Year Financial Details has been mandatory to submit the Depository Participant/Stock Broker.

Verification of Mobile Number and Email ID: You will be received OTP via SMS and an email for electronic confirmation of Both, Once the verification is done a “Verified” flag will be enabled against your Mobile Number and Email ID. **If anyone (Mobile Number or Email ID) cannot Verified your KYC will consider as NON-Compliant And would not be permitted to trade at the Any Exchange.**

To ensure smooth settlement, the investors are requested to ensure that both the trading and demat accounts are compliant with respect to the KYC requirement.

Investors are required to ensure that they comply with the requirement of linking their Aadhar Number with PAN by March 31, 2023. Investors whose PANs are not seeded with their Aadhar Numbers by March 31, 2023 shall not be permitted to trade w.e.f. April 01, 2023 as their PANs shall be rendered inoperative

Advisory - Investors

- Ensure that pay-out of funds/securities is received in your account within 1 working day from the date of pay-out.
- Be careful while executing the PoA (Power of Attorney) - specify all the rights that the stock broker can exercise and timeframe for which PoA is valid. It may be noted that PoA is not a mandatory requirement as per SEBI / Exchanges.
- Register for online applications viz Speed-e and Easiest provided by Depositories for online delivery of securities as an alternative to PoA.
- Ensure that you receive Contract Notes within 24 hours of your trades and Statement of Account at least once in a quarter from your Stock Broker
- Please note that securities provided by you towards margin are not permitted to be pledged by your Stock Broker for raising funds.
- If you have opted for running account, please ensure that the stock broker settles your account regularly and in any case not later than 90 days (or 30 days if you have opted for 30 days settlement).
- Do not keep funds and securities idle with the Stock Broker.
- Regularly login into your account to verify balances and verify the demat statement received from depositories for correctness.
- Check messages sent by Exchanges on a monthly basis regarding funds and securities balances reported by the trading member and immediately raise a concern if you notice a discrepancy.
- Always keep your contact details viz Mobile number / Email ID updated with the stock broker. You may take up the matter with Stock Broker / Exchange if you are not receiving the messages from Exchange / Depositories regularly.
- If you observe any discrepancies in your account or settlements, immediately take up the same with your stock broker and if the Stock Broker does not respond, with the Exchange/Depositories

Dos and Don'ts for Retail Investors:

1. Please deal with SEBI registered intermediaries only. Ensure that you have complete knowledge of the products and the risks involved before investing.
2. Offering fixed/guaranteed/regular returns/ capital protection schemes in stock markets whether written or oral is not allowed. Brokers or any of their representatives or Authorized Persons cannot enter into any loan agreement to pay interest on the funds/securities offered by you.
3. Do not fall prey to emails, SMSs and online videos luring you to trade in stock/ securities / schemes promising high returns/profits.
4. Ensure to fill all the required details in the 'KYC' document by yourself and receive duly signed copy of your 'KYC' documents from your broker.
5. OTP for electronic (e-mail) contract notes/financial statements only if you are computer savvy and have your own e-mail account.
6. Do not share your login ID, password, OTP, TPIN with any person including employees of the broker or Authorized Person under any circumstances.
7. Ensure that all your trades are executed as per your instructions.
8. Ensure you receive the payout of funds and securities within 1 working day of settlement. In case you have chosen running account of funds, ensure your account is settled on first Friday of every month / quarter as opted for.
9. Dealing in cash is prohibited. Do not place any securities with the broker or associate of the broker or authorized person of the broker. Do not transfer securities as margin/ collateral to the broker and such securities only must be pledged from the client demat account.
10. OTP for Demat Debit and Pledge Instruction (DDPI) only for transfer of securities for deliveries/settlement obligations, initiating pledging of securities for margins, and for mutual fund/open offer transactions on Exchange platform. DDPI/POA are optional and should not be insisted on for opening the account.
11. Always keep your mobile number and email id updated with your broker. Don't ignore any SMSs / e-mails with regards to contract notes/trades/funds and securities balances sent by broker/Exchange. Verify the details of the same and report discrepancy, if any, to your broker in writing immediately.
12. Please verify the bank account details of the broker from the website of broker/Exchange before transferring funds to the broker.
13. Claims for funds or securities given to the broker under any arrangement/ agreement of indicative return or claims for funds, without transactions on the Exchange will not be accepted by the Exchange in case of default by your broker.
14. For more details on Investor awareness, please visit –
NSE: www.nseindia.com/invest/investors-home BSE: www.bseindia.com/investor.html
MCX: www.mcxindia.com/Investor-Services CDSL: www.cdslindia.com/Investors/InvestorCorner.aspx