Deal with a SEBI registered DP for opening demat account, KYC and Depository activities.

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.

Read all documents and conditions being agreed before signing the account opening form.

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.

Always mention the details like ISIN, number of securities accurately.

Inform any change in information linked to demat account and obtain confirmation of updation in the system.

Regularly verify balances and demat statement and reconcile with trades / transactions.

Appoint nominee(s) to facilitate heirs in obtaining the securities in their demat account.

Do not fall prey to fraudsters sending emails and SMSs luring to trade in stocks / securities promising huge profits.