INFORMATION FOR INVESTORS TO DEALING IN SECURITIES

	Do's		Don'ts
1	Transact only through Stock Exchange.	1	Don't deal with unregistered intermediaries.
2	Deal only through SEBI registered intermediaries.	2	Don't fall prey to promises of unrealistic returns.
3	Complete all the required formalities of opening an account properly		
	(Client Registration, Client Agreement forms etc.,).	3	Don't invest on the basis of hearsay and rumours verify before investment.
4	Ask for and sign. "Know Your Client Agreement".		
5	Read and properly understand the risks associated with investing	4	Don't forget to take note of risks involved in the investment.
	in securities/derivatives before undertaking transactions.		
6	Assess the risk – return profile of the investment as well as	5	Don't be misled by rumours circulating in the market.
	the liquidity and safety aspects before making your investment		
	decision.	6	Don't be influenced into buying into fundamentally unsound companies
7	Ask all relevant questions and clear your doubts with your broker		(penny stocks) based on sudden spurts in trading volumes or prices or
	before transacting.		non-authentic favorable looking articles / stories.
8	Invest, based on sound reasoning after taking into account all publicly		
	available information and on fundamentals.	7	Don't follow the herd or play on momentum it could turn against you.
9	Give clear and unambiguous instructions to your broker /		
	sub-broker / depository participant.	8	Don't be misled by so called hot tips.
10	Be vigilant in your transactions		
		9	Don't try to time the market.
11	Insist on a contract note for your transaction.		
12	Verify all details in contract note, immediately on receipt.	10	Don't hesitate to approach the proper authorities for redressal of your doubts /
13	Crosscheck details of your trade with details as available on the		grievances.
	exchange website.		
14	Scrutinise minutely both the transaction and the holding statements	11	Don't leave signed blank Delivery Instruction Slip of your Demat Account lying
	that you receive from your Depository Participant.		around carelessly or with anyone.
15	Keep copies of all your investment documentation.		
16	Handle Delivery Instruction Slips (DIS) Book Issued by DP's carefully.	12	Do not sign blank Delivery Instruction Slips (DIS) and keep them with
17	Insist that the DIS numbers are pre-printed and your account number		Depository Participant (DP) or broker to save time. Remember your carelessness
	(Client ID) ispre-stamped.		can be your peril.
18	In case you are not transacting frequently make use of the freezing		
	facilities provided for your Demat Account.		**STEEL CITY SECURITIES LIMITED**
19	Pay the margins required to be paid in the time prescribed.		**CIN: L67120AP1995PLC019521**
20	Deliver the shares in case of sale or pay the money in case of purchase		Steel City Heights, # 50-81-18, Seethammapeta Main Road, Visakhapatnam - 530 016
	within the time prescribed.		Phone: 0891-2549675-80
21	Participate and vote in general meetings either personally or through		MEMBER OF : NSE, BSE, MCX and NCDEX : INZ000223538
	proxy.		
22	Be aware of your rights and responsibilities.		**DEPOSITORY PARTICIPANTS:**
23	In case of complaints approach the right authorities for redressal in a		NSDL & CDSL Reg. No. IN-DP-231-2016
	timely manner.		

DOs And Don'ts for Investors

	Do's		Don'ts
1	Read all documents and conditions being agreed before signing the account opening form.	1	Do not deal with unregistered stock broker.
2	Receive a copy of KYC, copy of account opening documents and Unique Client Code.	2	Do not forget to strike off blanks in your account opening and KYC.
3	Read the product / operational framework / timelines related to various Trading and Clearing	3	Do not submit an incomplete account opening and KYC form.
	& Settlement processes.	4	Do not forget to inform any change in information linked to trading account and obtain
4	Receive all information about brokerage, fees and other charges levied.		confirmation of updation in the system.
5	Register your mobile number and email ID in your trading, demat and bank accounts to get	5	Do not transfer funds, for the purposes of trading to anyone other than a stock broker.
	regular alerts on your transactions.		No payment should be made in name of employee of stock broker.
6	If executed, receive a copy of Demat Debit and Pledge Instruction (DDPI) However, DDPI is	6	Do not ignore any emails / SMSs received with regards to trades done, from the Stock
	not a mandatory requirement as per SEBI / Stock Exchanges. Before granting DDPI, carefully		Exchange and raise a concern, if discrepancy is observed.
	examine the scope and implications of powers being granted.	7	Do not opt for digital contracts, if not familiar with computers.
7	Receive contract notes for trades executed, showing transaction price, brokerage, GST and	8	Do not share trading password.
	STT/CTT etc. as applicable, separately, within 24 hours of execution of trades.	9	Do not fall prey to fixed / guaranteed returns schemes.
8	Receive funds and securities/ commodities on time, as prescribed by SEBI or exchange	10	Do not fall prey to fraudsters sending emails and SMSs luring to trade in stocks /
	from time to time.		securities promising huge profits.
9	Verify details of trades, contract notes and statement of account and approach relevant	11	Do not follow herd mentality for investments. Seek expert and professional advice
	authority for any discrepancies. Verify trade details on the Exchange websites from the		for your investments
	trade verification facility provided by the Exchanges.		
10	Receive statement of accounts periodically. If opted for running account settlement, account		
	has to be settled by the stock broker as per the option given by the client (Monthly or Quarterly).		**STEEL CITY SECURITIES LIMITED**
11	In case of any grievances, approach stock broker or Stock Exchange or SEBI for getting the same		**CIN: L67120AP1995PLC019521**
	resolved within prescribed timelines.		Steel City Heights, # 50-81-18, Seethammapeta Main Road, Visakhapatnam - 530 016
12	Retain documents for trading activity as it helps in resolving disputes, if they arise.		Phone: 0891-2549675-80
			MEMBER OF : NSE, BSE, MCX and NCDEX : INZ000223538
			DEPOSITORY PARTICIPANTS:
			NSDL & CDSL Reg. No. IN-DP-231-2016