



Investors can address their grievances relating to Depository Services, if any, to the Compliance Officer

**Name and Designation:**  
**Shri Gyan Raipuria**  
**AVP – Depository Services**

**Address:**  
**Axis Bank Ltd.**  
**Depository Services**  
**Gigaplex, Building No. 1,**  
**4th Floor, Plot No. I.T.5, MIDC**  
**Airoli Knowledge Park,**  
**Airoli,**  
**Navi Mumbai - 400708.**  
**Maharashtra**

**Email:**  
**dp.operations@axisbank.com**

### List / Type of Services Provided

Acceptance of following requests:

- ❖ Account Opening & KYC Verification
- ❖ Nomination Registration / Cancellation
- ❖ Account Maintenance
- ❖ Freezing / Unfreezing
- ❖ Dematerialisation
- ❖ Rematerialisation / Repurchase / Redemption
- ❖ Issuance / Acceptance / Processing of Instruction Slips
- ❖ Pledge
- ❖ Account Closure
- ❖ Transmission



## MANAGING YOUR DEMAT ACCOUNT WITH CDSL

### SIMPLE DOs and DON'Ts

1. Verify your transaction statement carefully for all debits and credits in your account. In case of any unauthorized debit or credit, inform your DP or CDSL.
2. Intimate any change of address or change in bank account details to your DP immediately.
3. While accepting the Delivery Instruction Slip (DIS) book from your DP, ensure that your BO ID is pre-stamped on all the pages along with the serial numbers.
4. Keep your DIS book safely and do not sign or issue blank or incomplete DIS slips.
5. Strike out the empty space, if any, in the DIS, before submitting to DP.
6. For market transactions, submit the DIS ahead of the deadline time. DIS can be issued with a future execution date.
7. Nomination in the demat accounts of Individuals / NRI / foreign Nationals is mandatory. Non-individuals including society, trust, corporate body, partnership firm, HUF, AoP, Holder of Power of Attorney cannot appoint a nominee. However, individual Beneficial Owners who do not wish to nominate shall be required to select the option "I/We do not wish to nominate" in the nomination form.
8. To open and operate your demat account, copy of PAN card of all account holders is to be submitted to the DP along with original PAN card, for verification.
9. Register for CDSL's SMART (SMS Alerts Related to Transactions) facility. If any unauthorized debit is noticed, the BO should immediately inform the DP, in writing. An email may be sent to CDSL at [complaints@cdslindia.com](mailto:complaints@cdslindia.com).
10. Register for CDSL's Internet based facility "easi" to monitor your demat account yourself. Contact your DP or visit CDSL's website: [www.cdslindia.com](http://www.cdslindia.com) for details.
11. In order to receive all the credits coming to your demat account automatically, you can give a one-time, standing instruction to your DP.
12. Before granting Power of Attorney to anyone, to operate your demat account, carefully examine the scope and implications of powers being granted.

**CDSL Holidays During The Calendar Year 2016**

Sr.no.	Date	Day	Description
1	26-Jan-2016	Tuesday	Republic day
2	07-Mar-2016	Monday	Mahashivratri
3	24-Mar-2016	Thursday	Holi
4	25-Mar-2016	Friday	Good Friday
5	14-Apr-2016	Thursday	Ambedkar Jayanti
6	15-Apr-2016	Friday	Ram Navami
7	19-Apr-2016	Tuesday	Mahavir Jayanti
8	06-Jul-2016	Wednesday	Ramzan Id
9	15-Aug-2016	Monday	Independence day
10	05-Sep-2016	Monday	Ganesh Chaturthi
11	13-Sep-2016	Thursday	Bakri Id
12	11-Oct-2016	Thursday	Dassera
13	12-Oct-2016	Wednesday	Moharram
14	31-Oct-2016	Monday	Diwali- Balipratipada
15	14-Nov-2016	Monday	Gurunanak Jayanti