

**Important points to be noted in operating the trading portal (provided by Emkay for IOB customers' convenience)**

- Login password and Trading password should be changed every 15 trading days
- For viewing your portfolio, should go to position>holdings
- You have to add each company in your portfolio of shares in the menu 'Add scrip' in 'Market Watch' wherein various options like - **Market watch, Get Quotes, Reports** etc., are available apart from buying and selling option.
- You have to add the shares only once under **Market watch>Add Scrip**. From next time onwards, your portfolio of shares are reflected in **position** screen along with live price details
- You can view your transaction ledger in Emkay back office menu and also on your mobile
- You will get exposure limits on the funds credit available as well as on the value of shares (select shares only), if you are an active trader
- You can also trade over phone
- In case of query, you can contact Emkay's nearby offices
- In case of general queries like account opening, account opened status etc., you can also contact our Chennai Depository Branch (044-28513616, 3617, 3618 ) or MBD (044- 28519548, 28889367 ) or Capital Market Services (Mumbai) Branch (022-22721723, 24)
- You will get access to Emkay's research reports on your email and daily recommendations on your mobile
- You can indicate your contact particulars in [www.iob.in](http://www.iob.in) under IOB e trading
- You can also provide your contact particulars to IOB's nearby branch
- If you are buying a share for delivery basis, you should select CNC in product type
- If you are buying a share for intra-day operation, you should select MIS option.
- Buying in MIS (intra-day) shall not be allowed after 3.15 pm as there is less time to square-off
- If you are operating in Equity Derivative segment, you should select NRML

**Connect to the Emkay's Trading portal (<http://trade.emtrade.in/>)**