



## From The Editor's Desk

Today, investing is essential for leading a well-planned life. If we look back, saving has always been an essential part of our life. Saving even a penny of what is earned helps us to meet basic objectives of future. Today, most parents advise their children to save money. Money thus saved is invested in an instrument which is secured and gives steady returns rather than just spending. In this era of growing consumerism and easy availability of credit, spending on purchases that are beyond one's repayment capacity have become rampant. To combat these expenses, you can either follow the reactive approach of delaying the purchase till the time you save enough or adopt the more pro-active approach of planning your finances early so that you always have them ready as and when a good deal comes your way. It is evidently prudent to take the pro-active approach to financial planning with the help of simple habits to keep you firmly on the path of saving efficiently and achieving your desired financial goals.

**As Warren Buffett has rightly said, "If you buy things you don't need today, you will have to sell things you need tomorrow."**

This issue of Financial Kaleidoscope lists down several prudent habits for saving your hard-earned money, ways to inculcate these habits in your day to day life and essentials to safeguard your money from online threats.

Your comments and feedback are always welcome.

**Regards**

**NSDL**

Handling finances can be a difficult task for some. How many times have you asked yourself, “Where does all my money go?” or “Why am I always hand-to-mouth by the end of every month?” If this is the case, it is essential to make some changes in your financial habits. When handled and planned right, your finances can help you enjoy a comfortable existence without the worry which accompanies poorly planned finances.

Financial prudence helps you save money and gets you closer to your long term financial goals. When you inculcate prudent financial habits you basically plan well in advance and invest in areas where you expect adequate returns. It also means having complete knowledge about the money you have and how you can make it grow best. If you have a financial goal – such as getting out of debt, saving for home loan repayment or putting money aside for your retirement – it will help you work towards this too. Financially cautious individuals follow these habits and make their money matter in the short as well as the long term.

The inside-out approach to prudent financial habits starts with charting your household budget and following it through. A household budget will formulate a clear plan about your affordable outgoings by taking into account your earnings and spending habits. It has to be designed in such a way that you know where your cash is seeping off to and remain on top of your spending.

Setting up a budget will make you less likely to end up in debt and more likely be in a position to save up for a holiday, a new car or a new house. Drawing up an effective household budget and following it wisely necessitates the following steps –

### Get organized

Start with a clear mind and think over before you begin planning a home budget. If you rush headlong into it, you are more likely to make mistakes. Take into account all the important bills (credit card bills, utilities bills, school fees, household bills etc.), receipts (for any recent purchases) and income statements (salary slips, bank statements etc.) before you start budgeting.

### Take stock of your income and expenses

Your regular earnings from employment (net take home i.e. after deducting tax, loan payments, pension contributions etc.) plus other sources of income – like interest, dividends, rent received, make up your total income. You can consider an average income of six months to have an idea of your expected income in the future months. Next, jot down how much of your monthly income goes towards essential spending. Clearly demarcate and sum up your payments that go towards home loan payments, grocery bills, utility expenses, childcare, school fee, living costs etc. The difference between your earnings and expenditure is the available amount for ‘free spending’ in any given month. This ‘free spending’ or ‘disposable’ income helps you cushion your monthly budget. The more accurate your figures are, the more useful your budget will be.

At this point, you may discover you are regularly spending more than you earn. With an accurate picture of your average spending now at your fingertips, it should be easy to draw up a monthly budget you can stick to. While this can be done using a paper and pen, it's better if you can use a simple spreadsheet (say excel sheet). You would be able to save time, avoid errors and try out different permutations and combinations.

### Stick to the budget

Once you have drawn up your budget, it's important to keep an eye on how faithfully you are sticking to it and adjust your limits accordingly. If you are spending more than you have coming in, you need to work out where you can cut back and believe it, doing this may be easier than what you may think; as easy as making your lunch at home or cancelling a gym membership you rarely use. You could also keep a spending diary and keep a note of everything you buy in a month. If you spend with a bank card, look at last month's bank statement and see where your money is going. Nowadays, with technology in place, there are multiple apps which help you track your day to day income and expenses.

Revisit your budget every month and keep a minute track of every spending. Adjust your expenses so that they dent your future financial goals to the minimum.

### Involve your family members

Get everyone in your family involved with maintaining a budget. Active participation by each family member will make it easier to work out how much spending money is available for each. Your children will surely learn the value of money and benefits of being wise with expenses, from an early age.

### Be flexible

If your budget goes awry for reasons like a steep hike in petrol price or sudden expenses on medical treatment, review your budget. Someday, you may save more because you got a pay raise and on other day you might find your household bills increased. Review your budget periodically and adjust to the given situations as early as possible.

Taking time out to manage your money better can really pay off. You can use these extra savings to pay off any debts you might have, put them towards your pension or spend them on your next car or holiday.

## Get Started: Prudent financial habits

At the foundation of prudent financial habits lies the important cornerstone of living within your means. There will be no point in setting future financial goals till you master the art of living within your means and there is nothing complicated or strategic about this habit. **As Warren Buffett said, “Don’t save what is left after spending; spend what is left after saving.”** The process is simple. If you routinely pay your last bill of the month, only to discover that you have mere pennies left, reverse your tactics. Save first and then spend what’s left on your bills. If you’ve calculated correctly in terms of how much income and expenses you have and the amount you should be able to save, things will work out.

Saving money should almost always come before spending. Think of it as the foundation upon which your financial house is built. Unless you inherit a large amount of wealth, it is your savings that will provide you with the capital to feed your investments. If times get tough and you require cash, you would be selling out your investments at the worst possible time. That is not a recipe for getting rich.

There are two primary types of savings programs you should include in your life. They are:

- ✓ As a general rule, your savings should be sufficient to cover all of your personal expenses, including your mortgage, loan payments, insurance costs, utility bills, food and clothing expenses for at least six months. That way, if you lose your job, you will be able to have sufficient time to adjust your life without the extreme pressure that comes from living paycheck to paycheck.
- ✓ Any specific purpose in your life that will require a large amount of cash in five years or less should be savings-driven.

Motivation for saving is hard to come by for some people but the entire exercise becomes much easier if you set a goal. The first step for this is creating a contingency fund or emergency savings. You can fall back on this money in case of an emergency, which often arrives unannounced. Ideally, try to get three months’ worth of expenses in your savings account which can be accessed at a moment’s notice. This might not be possible right away but aim for it. Start by putting some money into your savings account every month. Once you have set aside your emergency fund, the following habits will be easy to adopt:

### Paying off credit card bills

If you are using a credit card for your purchases, one of the most important tasks is to not miss out on the monthly credit card payments. Remain punctual in case of credit card or EMI payments. Remember that credit card issuers generally charge a high rate of interest on dues which are not paid on or before due date. Also default in paying credit card dues would affect your credit score, which will further increase cost of finance in future. If you have more than one credit card, keep track of amount to be paid and due date for payment for each credit card. You may consider using standing instruction facility to pay off the bills. Once you give this instruction to your bank, this facility ensures that credit card outstandings are paid on time directly from your bank account every month, without your further action.

### Avoid keeping money idle in saving accounts

It is very common to find people opening a new saving account whenever they change their job or residence, etc. More than often, old savings accounts are not closed. This results in some amount of money lying idle in multiple saving accounts, earning a very low interest. On the other hand, you continue to pay various service charges like SMS fee, ATM / Debit card fee. It is better you close savings accounts which are no more required. If this savings account is used for receiving any periodical payment (interest or dividend etc.), remember to approach those companies / your DP to change the bank account details, before closure of the account. Another common observation is that a substantial amount of money remains parked in saving account for a long time. As explained earlier, you must maintain emergency funds; it is necessary that you put the excess money to make more money for you by investing it prudently. This can be done in more than one way like investing in short term bank fixed deposits, liquid mutual funds, Exchange Traded Funds etc. Not many people are aware that mutual fund units can be held in demat form and that online subscription and redemption of mutual fund units is possible now.

### Pay Your Bills on or before time

Paying bills late will increase your cash in hand on a temporary basis. However, it is just another delaying tactic and will give you a false sense of how much money you actually have. It is possible to miss-out the payment date, if you do not track them meticulously. Nowadays, most of the utility suppliers send their bills through email. It is a good idea to subscribe for getting the bills in electronic form. Apart from contribution to greater cause of 'Go Green', it also ensures that it reaches you fast and for sure, not leaving scope for you missing it out inadvertently.

### Avoid informal / unorganised channels of debt

Sahukar or loan sharks as they are sometimes known, charge outrageous interest rates and more than often use unethical and illegal practices to fleece the borrowers. The loans offered by them are short term and they charge upfront fees most of the times. Since the loans are not legally documented and the borrowers are not obligated to pay the loan, Sahukar can resort to violence, threats, and other illegal practices to collect the money owed; some even confiscate ID cards and other documents as a guarantee of repayment. These loans are often packaged attractively with no credit checks and fast and instant approval. Hence, people who are short of cash or those who are knee-deep in debt, are attracted to them.

### Track Your Spending

If you want to be in absolute control of your finances, this is a habit you must adopt. If you have a budget, then you know where your money is going. By tracking your spending, you will be able to identify the areas of excess – like eating out and splurging on unnecessary things. Keeping a check on your spending will leave you with a nice chunk of change to contribute to paying down debt or building up your savings. As stated earlier, you can make use of the apps readily available on Play Store or App Store for this purpose.

### Check your emergency fund on a regular basis

Once you build an emergency fund, replenish it immediately once you have taken money out of it. If your living expenses increase over the years, you may find your emergency funds no longer adequate. Take a look at your emergency fund at least once each year. Determine if it is sufficient to cover at least 6 months of living expenses, based on your current expense level. Refresh it as needed. An appropriately sized contingency fund will help you be more financially stable.

### Choose to be smart

Many service providers like Tata power or Reliance Energy offer attractive discounts if you make use of their pre-payment offers and pay off your dues before the date. Make use of these pre-payment discounts offered by utility companies and effectively save money. You may also checkout the discount offers on online bookings of many services and online payments.

Take advantage of the free credit platforms which are available. One such example is OLA post-paid, a feature where you can take multiple rides without paying. You have to pay at the end of the credit cycle or if you max out your limit. OLA post-paid facility is available at no extra cost or interest. If you need, you may also consider availing grace period for payment of life insurance premiums without affecting the continuity of policy.

### In general

Avoid impulse purchases. Try to curb extravagant habits as much as possible. Undertake periodic review of your spending habits to avoid higher bills at a later stage. If you neglect now, the bills will pile up and hit you harder. Periodic maintenance should be taken care of on time. This will save you from a large amount of spending in a couple of years. Shop without your credit cards once in a while. This will keep you from running up your credit card balances. When you use cash or debit card to make your purchases, there is a very good chance you will spend less money than you would if you are shopping with a credit card, because you cannot just pay it off later. It's a battle between real money and plastic money. And, the use of real money will help you make wiser decisions while doing a transaction.

### Safeguarding your money

Traditionally, most of us do understand the need to protect our money and assets physically. We know that it's better to keep our valuable documents and jewellery in a locker, rather than keeping them at home. However, nowadays, with so many transactions happening online, there is a need to be careful from a new breed of threats. Shopping, transferring funds from one account to another and paying utility bills online are some of the transactions we conduct on a frequent basis.


An online transaction is an amalgamation of two things – a debit/credit card details or internet banking credentials etc. and a password/ OTP/ PIN/ CVV. If a fraudulent person gets hold of any of these, he can easily divest the customer of everything. Here are some golden rules to follow to safeguard your money-

### Check the security of the app you are downloading

Whenever you download a new app on your phone or tablet, especially one related to shopping or financial transaction, check its security protocols first. While it may be convenient to allow Apps to store your credit card / bank details so that you do not have to enter every time, remember this convenience comes at the risk to information getting stolen by hackers.

### Check the website / URL used for transactions

It's a good idea to type the website address / URL you intend to visit for any transaction, rather than using the click here option available at unfamiliar sources. Many a times, websites having name with minor and barely noticeable differences in the name are created by those who want to steal user data. Hackers also attempt to lure unsuspecting users by making them to click and redirect them to such fraud websites.

If a website is poorly designed or has multiple redirects, it might not be a legitimate retailer. To stay safe, stick with big-name retailers and familiar payment systems. Check for https ahead of the web address, i.e. <https://www.abc.com>, or a lock icon  Secure, certifying that the website is secured. Security certifications are also mentioned on the bottom of the home page.

### Be careful while using your phone for online transactions

Avoid public Wi-Fi networks. If you cannot avoid them fully, at least do not use them for any financial transaction. Similarly, avoid using public desktops (e.g. those in cyber café) as your information may not be secure. If at all you have to use public / shared computers, ensure that you logout or sign out from your session and close the browser before leaving the machine. If you are making online purchases with your phone's browser while it's connected to an open network like coffee shops and airports, then it's possible for other people to steal or access the information you are transmitting. Try and use a secure network. Always protect your phone and computer with a good anti-virus software. Again one time installation of anti-virus software is not the end. Remember to update it as and when a new version is made available by the vendor (off course it's better to use auto update option for this task).

### Use strong passwords

Agreed that remembering so many passwords is a tough task, but then there is no escape from it in today's world. Keep your passwords which are long enough, difficult to guess and keep changing them regularly. We cannot avoid all the risks but can certainly minimise the probability of someone being able to crack our password and steal our money.

### Schedule a regular paperwork review

Review your credit card and bank statements every month. This can help you detect any errors. If any charge seems incorrect, let your card company or bank know. Keep a track of your financial statements. If you use the Internet regularly to pay bills or shop online, keep track of your expenses through the bank or card statement. If there are suspicious transactions that you may not have initiated, inform your bank/card issuer immediately.

### Never share confidential data

Confidential information should never be shared. Always remember that no bank executive or service provider will ask for details like PIN, OTP or CVV. If you are trying to pay online and receive a call saying that the caller will help complete the transaction with your PIN or OTP, it is a fraudulent call. Just cut that call and block that number. Remember, no bank or credit card issuer or RBI will ever ask your PIN or OTP. They just don't need for any purpose. Only a fraudster needs to ask you all this to hack your account and run with your money.

### Trust your instincts

In spite of multiple checks, if you feel there is something wrong with the website, it is better to avoid making a payment than risking getting duped. If the offer looks too good to be true, it is probably a scam. Stay away from it.

When you are struggling financially, it's easy to feel overwhelmed. You may be tempted to ignore your bank statements and demands for payment, but it will not make the problem any better. If at any point in time you feel overwhelmed by your levels of debt vis-à-vis your current earnings, do not hesitate to seek professional help. Get a clear picture of your finances and get personalised advice on how to improve your situation. Once you have done this, you will know what you have to deal with and you can work out what you need to do next.



'Penny wise, Pound rich'. Even our British counterparts believe in this adage which goes in India as – 'A Rupee saved is a Rupee earned.' Till recently, I was in the habit of dismissing discount offers. It started when I found out that a branded bag outlet had jacked up the price to almost twice its actual price, before announcing a discount of 50% on that bag! In my haste, I called off all discounts as a hoax designed to dupe unsuspecting consumers.

Until I found out, this is not the case with every discount offer. Some are really genuine and can help you save a lot of your-hard earned money. As long as you are certain of the things you need (not just want) saving can be easy for you. Companies nowadays offer discount prices on their goods sold through their stores. If you really are keen on purchasing essentials for a daily lifestyle, you can save a lot by purchasing goods during the discounted period offered by companies. If you have your bucket list like grocery, shopping for clothes etc. ready at hand, you save on time and money by not purchasing unnecessary and extravagant things.

This is applicable to big -ticket purchases like booking air tickets, buying furniture for your house or buying jewellery too. A visit to online sites will show you the best bargain price. You can save big time on the airline tickets as well as the stay if you take holidays during the off season. The place where you shop matters too. A big departmental store near me sells fruits and vegetables at nearly twice the asking price of the same on a mom and pop cart. The price is inflated for some fancy packaging which we inevitably throw out. Wholesale traders in residential areas is a common occurrence now and they provide cheaper options for provisions too. If you do your homework well, the chances of you being conned will reduce and you will save, one dime at a time, making shopping an earning trip for you.

On a different side, I have discovered how small changes make a big difference. That by setting up temperature of my room air-conditioner at just two degree above, saves me a big amount on my electricity bill that too without feeling uncomfortable at all. I experience a decent saving in my mobile bill by changing to a bill plan which was more attuned to my usage. Yes, indeed a Rupee saved is a Rupee earned.



## News Articles

### Transfer of shares in physical form to be stopped from December 5, 2018

SEBI has recently amended relevant provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 to disallow listed companies from accepting request for transfer of securities which are held in physical form with effect from December 5, 2018. The shareholders who continue to hold shares and other types of securities of listed companies in physical form even after this date, will not be able to lodge the shares with company / its RTA for further transfer. They will need to convert them to demat form compulsorily if they wish to effect any transfer. Only the requests for transmission and transposition of securities in physical form, will be accepted by the listed companies / their RTAs.

This amendment will help in curbing fraud and manipulation risk in physical transfer of securities by unscrupulous persons. Further, with shares held in demat form will improve ease, convenience and safety of transactions for investors.

All the investors who are holding shares etc. in physical form, should consider opening a demat account at the earliest and submit request for dematerialisation of their shares in order to protect the liquidity of the shares. You may help your friends/relatives who may be holding shares in physical form by informing them about this change. NSDL team will be happy to help if you have any queries in this regard. You may reach us at [info@nsdl.co.in](mailto:info@nsdl.co.in) or 022 - 24994200.

### Training Programmes for Participants

#### ➤ NISM / NSDL-DO training / certification programme for Participants

To facilitate officials of Participants to prepare and appear for NISM - Series VI Depository Operations Certification Examination (DOCE), NSDL conducted two training programmes at Bengaluru and New Delhi in June 2018.

#### ➤ CPE Training Programme for Participants

NSDL, a NISM Accredited Continuing Professional Education (CPE) Provider offers CPE training programmes in different modules like Depository Operations, Mutual Fund, Currency Derivatives, Equity Derivatives, Securities Operations and Risk Management, Registrars to an Issue and Share Transfer Agents - Corporate, Merchant Banking, Investment Advisor etc. for eligible associated persons. In June 2018, NSDL conducted eight such training programmes at Ahmedabad, Chennai, Kolkata, Mumbai and New Delhi.

#### ➤ Training Programme for Issuers and Registrar & Transfer Agents

NSDL conducted a two day training programme for Issuers and Registrar & Transfer Agents at Mumbai in June 2018. This training programme enables officials of Issuers and Registrar & Transfer Agents to keep themselves updated about NSDL operations and systems.

## ➤ Training Programmes for Auditors of Participants

NSDL conducted three training programs for Auditors of its Participants in June 2018 at Ahmedabad, Chennai and Mumbai. Program covered operation, processes, systems and audit of the Depository Participants.

## Investor Education initiatives undertaken by NSDL

In order to reach out to investors that are spread across the country to apprise them about the facilities available in NSDL depository system and educate them about financial markets, NSDL conducts various Programmes with Participants, Housing Societies, Institutions like SEBI, NSE, corporates etc. and also participates in various events. During June 2018, NSDL conducted / participated in 22 such programmes / events which were attended by more than 2,000 investors. Details are mentioned below:

Sr. No.	Particulars	
<b>1</b>	<b>Joint Awareness Programmes with Participants</b>	<b>No. of Programmes</b>
	Ventura Securities Limited	7
	CSE Capital Markets Private Limited	4
	SBICAP Securities Limited	2
	ICICI Bank Limited	1
	KIFS Trade Capital Private Limited	1
	Shah Investor's Home Limited	1
	SMC Global Securities Limited	1
	Swastika Investmart Limited	1
	<b>Total</b>	<b>18</b>
<b>2</b>	<b>Joint Awareness Programmes with other Institutions</b>	<b>No. of Programmes</b>
	National Stock Exchange of India Limited	2
	<b>Total</b>	<b>2</b>
<b>3</b>	<b>Participation at Events</b>	<b>No. of Programmes</b>
	National Conference Corporate Bond Market organised by ASSOCHAM at Coimbatore, Tamil Nadu	1
	ICC Retail Savings Summit organised by Indian Chamber of Commerce at Ranchi, Jharkhand	1
	<b>Total</b>	<b>2</b>

## Forthcoming Investor Awareness programmes

Sr. No.	Date	Venue	City	State	Timing
1	9-Aug-18	Hotel Samudra Theeram, Chavakkad - Kanjany - Peringottukara Road, Chavakkad - 680506, Kerala	Chavakkad	Kerala	4.00 p.m. onwards
2	10-Aug-18	Hotel KR Grand Residency, T.K Krishnan Road, Kunnamkulam - 680503, Kerala	Kunnamkulam	Kerala	4.00 p.m. onwards
3	11-Aug-18	Hotel Kallada, NH544, Sree Lakshmi Nagar, Mannuthy, Thrissur - 680651, Kerala	Mannuthy	Kerala	10.00 a.m. onwards
4	11-Aug-18	Hotel Mangala Towers, Near Vadakke North Bus Stand, Paliyam Road, Patturaikkal, Thrissur - 680001, Kerala	Thrissur	Kerala	4.00 p.m. onwards

- Admission is free for all investors.
- Schedule is subject to change. Please visit <https://nsdl.co.in/Investor-Awareness-Programmes.php> for updated schedule.
- If you would like to organise Investor Awareness Programmes in your City, Housing Society, College, Institution etc., do write to us at [info@nsdl.co.in](mailto:info@nsdl.co.in)

# Read and Win!

## What is the importance of Financial Planning?

Send your replies providing your name, address and contact no. with the subject 'Knowledge Wins Contest - June 2018' to [info@nsdl.co.in](mailto:info@nsdl.co.in)

# KNOWLEDGE WINS Contest

### Terms and Conditions

- NSDL shall be solely responsible for the execution and administration of this Contest.
- This Contest is only open to Indian Citizens. (NSDL employees are not allowed to participate in this contest.)
- All personal details submitted must be accurate and complete and are subject to proof upon request by NSDL.
- NSDL reserves the right, at any time, to verify the validity of entries and entrants and to disqualify any entry not submitted in accordance with these Terms or which tampers with the entry process.
- NSDL reserves the right to discontinue the contest at any given point of time without prior intimation.
- All prize drawings will be made on a strictly random basis and the decision made by NSDL will be final.

Lucky 25  
Winners will  
Win Free  
Goodies



Your suggestions for newsletter are valuable to us.

Send in your suggestions mentioning your name, address and contact number with the subject

"Suggestions for the newsletter"

to [info@nsdl.co.in](mailto:info@nsdl.co.in)

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- For any grievances, you can email us at [relations@nsdl.co.in](mailto:relations@nsdl.co.in)
- To know more about NSDL Certification Program, you can email us at [trainingdept@nsdl.co.in](mailto:trainingdept@nsdl.co.in)
- For any other information, email us at [info@nsdl.co.in](mailto:info@nsdl.co.in)

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