

# Do's and Don't s at an ATM

## Do's:

1. Ensure that you conduct your ATM transaction in complete privacy.
2. Stand close to the ATM while entering your PIN.
3. Prevent others from seeing your PIN entry by using your body or hand to shield the ATM keypad.
4. Memorise your PIN.
5. Always press the "Cancel" key before moving away from the ATM.
6. Immediately report a lost or stolen card.
7. If the ATM looks different or appears to have any alterations or attachments to the card slot or PIN pad, do not use it. Immediately report anything suspicious to the bank that operates the ATM.
8. Register your mobile number with your bank for getting alerts on ATM transactions. Any unauthorised card transaction should be reported to your bank immediately.
9. Cut your card into four pieces through the magnetic strip before destroying your card upon its expiry or closure of your account.

## Don't (s)

1. Do not take the help of strangers when using an ATM.
2. Do not share your PIN or Card with anyone, including family and friends. Keep your PIN a secret.
3. Do not keep your Card and PIN together.
4. Never use a PIN that can be easily guessed e.g. your birthday or year of birth.