

# **Internal Control Procedures**

## **1. Account Opening**

- a) Accounts are opened after being verified from the originals.**
- b) In Person verification of Clients is done.**
- c) Unknown persons without any reference are not allowed to open account.**
- d) PAN is verified from Income Tax Site before opening account.**
- e) The UCC file is to be sent to NSE before allowing the client to trade.**
- f) KRA is processed within 10 days of account opening**
- g) CKRA is processed within 3 days of account opening**

## **2. Margin**

- a) Initial & Maintenance Margin are kept in record and is informed to client**
- b) Daily checking of margin is done through RMS software.**
- c) Margins are adjusted by taking into both Cash Margin + Shares Margin.**
- d) Margin is emailed to clients on daily basis.**

## **3. Delivery**

- a) Pay in and Payout of Fund are settled in clients account on T+2 basis.**
- b) Cash Market Delivery are transferred to Unpaid Securities Account for the clients whose payment is pending.**
- c) Pay in and Payout of Funds are to be from the clients accounts only if he has not hold any shares in unpaid or collateral account.**

## **4. Trading**

- a) Traders are aware of the client position, margin and payment of their respective clients.**
- b) Trades are confirmed to clients immediately after the trade is done.**