



POLICIES AND PROCEDURES

- A) REFUSAL OF ORDERS FOR PENNY STOCK:** We do not restrict client for trading in the penny stock, if the same is permissible by the exchange. In this regard we ensure that the brokerage charged on the transaction involving penny stock shall not exceed the prescribed maximum limit as per exchange norms. We also ensure that same shall not be construed as an arrangement in any form so as to inflate, depress or cause fluctuation in the price/ volume of the penny stock so as to hurts the true sentiments of the market.
- B) SETTING UP OF CLIENTS EXPOSURE LIMIT:** SSPL will normally give exposure at a predetermined multiple for the net credit balance lying in the client's ledger (across all segment) or on the unencumbered securities. Exposure on securities is given after appropriate haircut as per exchange. The amount of exposure may vary from client to client based on financial soundness (such as low, medium or high net worth) and turnover position of the client.
- C) APPLICABLE BROKERAGE RATE:** The rate of brokerage varies from clients to clients. For those clients having frequency in transaction, generally the brokerage is on the lower panel rather than for those who trade infrequently. The applicable brokerage is fixed with the mutual consent of the client, alongwith an additional levy of Rs. 20/- per contract note charged only on those clients who have opted for physical contract notes. Moreover, the above-mentioned charges are subject to further modifications with prior intimation to the clients.
- D) IMPOSITION OF PENALTY/DELAYED PAYMENT CHARGES:** We charge penalty/delayed payment charges on our client at the maximum rate of 24% p.a. with an intention to prohibit the practice of having debit outstanding balance. The same can be reversed on specific request, past performance and assurance on client's part to be prompt in future payments. Penalty by exchange would be transferred to the relevant client, if the fact for the imposition of such can be establish with prior verbal intimation to the client.
- E) THE RIGHT TO SELL CLIENT'S SECURITIES OR CLOSE CLIENTS POSITIONS, WITHOUT GIVING NOTICE TO THE CLIENT, ON ACCOUNT OF NON PAYMENT OF CLIENT'S DUES:** A reasonable opportunity and a verbal show cause notice is always given to the client before squaring off positions. It so happens when a client fails to make the payment of the margin money or pay in amount. However, the only exception to the above rule is for those clients having long term bonding or/and assurance to be firm in their future payments, the same may be viewed leniently.
- F) SHORTAGE IN OBLIGATIONS ARISING OUT OF INTERNAL NETTING OF TRADES:** If there are shortages due to internal netting of client's position, the same would be squared off with the highest of the given prices :- (provided that the same shall not exceed the highest price prevailing in the Exchange from the first day of the relevant trading period till the day of closing out or 20% above the official closing price on the auction day whichever is higher)
- 1) Percentage on closing rate of auction date.
 - a) upto 100.99/- (scrip rate) x 7.5%
 - b) >101 < 500.99/- (Scrip rate) x 5%
 - c) 501/- (Scrip rate) and above x 2.5%
 - 2) Buying/selling average rate.
 - 3) Market Auction rate.
- G) CONDITIONS UNDER WHICH A CLIENT MAY NOT BE ALLOWED TO TAKE FURTHER POSITION:** The same holds good when (1) ledger reflects continuous debit balance (2) inadequacy of margin (3) any other outstanding dues (4) Further position in the given scrip is prohibited by the Exchange.
- H) CLOSURE OF CLIENTS ACCOUNT:** On receipt of specific written request from the client and settlement of all outstanding dues, a clients trading account can be closed. In case of retrieval of the same a written request along with all necessary updated documents are required.
- I) DE-REGISTRATION OF THE CLIENT :** Only in case of those clients who are consequently debarred from trading by SEBI/STOCK EXCHANGES or in case of breach of any terms and conditions of the agreement entered into with the client. All clients who has not executed a single trade for last six months shall be treated as Dormant and the same shall be made active only upon submission of specific request for the same.



Client's Signature

Date :