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**Procedure for Risk Management & Surveillance Department**.

The objective of this process notes is to explain the Surveillance Process and systems used for Risk management Surveillance by Surveillance Department. The key points are following:

**Dealer ID Creation**

- Department gets the details of new User ID from the Customer Relationship Department. Details are approved only by Marketing Head or Director. The details are uploaded using ENIT to NSE, BOLT to BSE or using FTP to MCX Stock Exchange . Once NSE/ BSE / MSEI approves the User ID, ID is created and details of retail clients (obtained from Back Office) are mapped with the User ID using **Admin**. It is communicated to Customer that new User ID has been created.

**Retail ID Creation**

Retail User id creation form is being collected from the client who desires to have the IBT platform. The user id is created only after the approval of the marketing head or director. Once the user id is created the user log-on and password is communicated to client. On the first login client has to change the password.

**Surveillance**

- NSE / BSE Cash/F&O trading / MSEI Trading/MCX/NCDEX is done through NEAT/ BOLT/TWS and NEAT Plus terminal. NEAT / BOLT /TWS is mapped with CTCL servers and Admin that is provided to set margin limits for retail clients.
- For CTCL server, there is Admin users that can monitor all the retail clients connected with that particular NEAT / BOLT / TWS server.
- NEAT / BOLT / TWS access is restricted to only at HEAD OFFICE.
- Margin Limits are set through **Admin users** and surveillance department can check rejected orders in Admin.
- Margin limits are changed only on phone calls / confirmation from designated people of Accounts department / RMS head .
- Market surveillance for orders placed on NEAT/ BOLT/TWS is done using Admins/Risk Server.
- Additional surveillance for orders placed in F&O segment / Currency / Commodities Derivatives Segment is done by Risk Server. Risk Server gives the margin utilized by the client and Mark to Market loss at the current market price of the underlying scrip in which the client or dealer has the positions.

**General Points**

- Employees follow rules and responsibilities as communicated verbally/ in writing by Department Manager.
- All User Ids are password protected.

- Manuals for Risk Server are not available readily. These surveillance systems are used to monitor positions but orders that exceed the limits will be rejected.
- Specific instruction is to be obtained from the client for fulfilment of obligation (Funds and securities) for the trades executed in other than Normal / Rolling settlement.
- We come to know about bulk orders i.e. securities that exceed 0.5% of market cap of a stock, through Back Office report.
  - Derivatives that exceed 95% of market wide position limit can be rejected only through odin administrator
  - Every week or as and when required, limits of dealers /Ids are updated based on margins of retail clients handled by the respective dealers.
  - Margin Limit is set as zero by default for Retail Clients and dealers.
  - Margin is collected from clients even if they want to sell securities.

Passwords for NEAT /TWS, Odin Admin Chief, are available with all members of Surveillance team.

# SURVEILLANCE POLICY

# BSE/NSE/MCX/NCDEX/CDSL

**Background:**

We along with our Employees/Branch-Offices/Authorized Persons are the first touch point in the securities market for investors and are expected to have reasonably fair understanding about the client(s) and their trading activity. Thus, Exchanges/regulators have entrusted on us the first level of the responsibility to ensure that neither us nor our client(s) are misusing the trading system by indulging in manipulation or any other illegal activities which can cause risk to the integrity of the market and distorts the equilibrium of the market.

**Objectives of framing a surveillance policy:**

- Alerts to be generated.
- Threshold limits and the rationale for the same.
- Review process.
- Time frame for disposition of alerts and if there is any delay in disposition, reason for the same should be documented.
- Suspicious/Manipulative activity identification and reporting process.
- Record Maintenance.

**A. Surveillance framework:**

It is mandatory under the exchange/regulatory directives to have in place appropriate Surveillance Policies and Systems to detect, monitor and analyze transactions. For the above we have to co-relate the transaction data with the clients' information/data and detect suspicious/manipulative transactions on an ongoing basis with analysis of trades and transactions and carrying out Client Due Diligence (CDD) on a continuous basis.

In-order to implement the Exchange/Depository directives, we have defined the following alerts which have to be reviewed by us. In addition to this we have also developed in-house surveillance software. Both types of alerts are processed within 30 days as DP and 45 days as stock broker from the date of alerts downloaded by the Exchanges/Depository as well as alerts generated by our end. The details of both these have been enumerated below:

**I. EXCHANGE ALERTS**

| SR NO. | Transactional Alerts | Segment |
|---|---|---|
| | | |
| 1. | Significantly increase in client activity | Cash |
| 2. | Sudden trading activity in dormant account | Cash |
| 3. | Clients / Group of Client(s), deal in common scrips | Cash |
| 4. | Client(s) / Group of Client(s) is concentrated in a few illiquid scrips | Cash |
| 5. | Client(s) / Group of Client(s) dealing in scrip in minimum lot size | Cash |
| 6. | Client / Group of Client(s) Concentration in a scrip | Cash |
| 7. | Circular Trading | Cash |
| 8. | Pump and Dump | Cash |

| | | |
|---|---|---|
| 9. | Reversal of Trades | Cash Derivatives |
| 10. | Front Running | Cash |
| 11. | Concentrated position in the Open Interest / High Turnover concentration | Derivatives |
| 12. | Order book spoofing i.e. large orders away from market Cash | Cash |

## II. Alerts generated by DP:

| SR No. | INDICATIVE THEMES: |
|---|---|
| | |
| 1. | Alert for multiple demat accounts opened with same demographic details: Alert for accounts opened with same PAN /mobile number / email id/ bank account no. / address considering the existing demat accounts held with the DP. |
| 2. | Alert for communication (emails/letter) sent on registered Email id/address of clients are getting bounced. |
| 3. | Frequent changes in details of demat account such as, address, email id, mobile number, Authorized Signatory, POA holder etc. |
| 4. | Frequent Off-Market transfers by a client in a specified period |
| 5. | Off-market transfers not commensurate with the income/Networth of the client. |
| 6. | Pledge transactions not commensurate with the income/Networth of the client. |
| 7. | Off-market transfers (High Value) immediately after modification of details in demat account |
| 8. | Review of reasons of off-market transfers provided by client for off-market transfers vis- a-vis profile of the client e.g. transfers with reason code Gifts with consideration, frequent transfers with reason code Gifts/Donation to unrelated parties, frequent transfers with reason code off-market sales. |
| 9. | Alert for newly opened accounts wherein sudden Increase in transactions activities in short span of time and suddenly holding in demat account becomes zero or account becomes dormant after some time. |

## III. CDSL Alerts

The surveillance related alerts related to Account Opening, Off-Market transfers, and Pledge/Unpledge/ Invocation generated by CDSL are made available to the respective DPs via Surveillance Portal and the DPs have to submit their response to the alerts via the said portal itself.

With respect to the transactional alerts provided by Depository, we shall ensure that all alerts are reviewed, and status thereof (Verified & Closed / Verified & Reported to Depository) including action taken is updated within 30 days.

## IV. Other IN-HOUSE ALERTS

1. Client / group of clients, as identified by the trading member, accounting for a significant percentage of the total trading activity in a scrip / contract as compared to the market.
2. Client / group of clients with new account or clients dealing after a significant time gap, as identified by the trading member, accounting for significant value / percentage of total trading activity in a scrip / contract as compared to the market.

3. Client / group of clients dealing frequently in small quantities/minimum market lot in a scrip/contract.
4. Disproportionate trading activity vs reported income / Net worth.
5. Frequent changes in KYC submitted by clients.
6. Based on an announcement by a listed company, identify Client / group of clients, having possible direct / indirect connection with a listed company, who have undertaken any suspicious trading activity prior to price sensitive announcement by said listed company.
7. Client / group of clients having significant selling concentration in the scrips, forming part of 'For Information list' or 'Current Watch list'.
8. Consistency in profit / loss at client / group of clients' levels, rationale for such trading activities.
9. Significant trading activity in scrips by client who has pledged the shares of same scrip.
10. In case of concerns of trading activity of a client or a group of clients in a scrip, monitoring whether the orders are being placed by respective clients or their authorized representatives and monitoring client's address as per KYC vis a vis the dealing office address.
11. Related to DP Operation: Significant trading activity in scrips where client has pledged shares or has significant holding or as frequent off-market transactions.
12. Related to Internet based Trading: Surveillance / monitoring of IP addresses of clients (including identification of multiple client codes trading from the same location)

**C. Obligation w.r.t. client due diligence:**

1. We will carry out the Due Diligence of their client(s) on an on-going basis.
2. We shall ensure that key KYC parameters of the clients are updated on a periodic basis as prescribed by SEBI and latest information of the client is updated in UCC database of the Exchange. We shall also ensure that key KYC parameters of the clients are updated on a periodic basis as prescribed by SEBI and latest information of the client is updated in Depository System.
3. Based on available information, we shall establish groups / association amongst clients, inter alia, to identify multiple accounts / common account / group of clients.

**D. I. Obligations w.r.t. processing of alerts:**

1. We shall obtain trading rationale and necessary documentation including bank statements, demat statements for analysing / processing the alerts.
2. After analyzing the documentary evidences, we shall record its observations for such identified transactions of its Client / Group of Clients.
3. With respect to the transactional alerts downloaded by the Exchange, we shall ensure that all alerts are analyzed and status thereof (Verified & Closed / Verified & Sent to Exchange) including action taken is updated within 45 days, in the Member Surveillance Dashboard.
4. With respect to the alerts generated, we shall report instances with adverse observation, along with details of action taken, to the Exchange within 45 days of the alert generation.

**II. W.r.t. DP Operations:**

1. We will maintain register (electronic/physical) for recording of all alerts generated.
2. While reviewing alerts, we shall obtain transaction rationale, verify demat statement and also obtain supporting documents as required from the client.
3. After verifying the documentary evidences, we will record its observations for such identified transactions of its client.
4. With respect to the transactional alerts provided by Depository, we shall ensure that all alerts are reviewed, and status thereof (Verified & Closed / Verified & Reported to Depository) including

action taken is updated within 30 days. Detailed procedure w.r.t sharing of alert by Depository with DPs and report submission by DPs in this regard will be provided separately.
5. With respect to the alerts generated at our end, we shall report instances with adverse observation, along with details of action taken within 7 days of the date of identification of adverse observation.

**E. Obligation of Compliance officer, Designated Director / Partners / Proprietors:**

1. The surveillance activities shall be conducted under overall supervision of its Compliance Officer.
2. A quarterly MIS shall be put up to the Designated Director on the number of alerts pending at the beginning of the quarter, generated during the quarter, processed and acted upon during the quarter and cases pending at the end of the quarter along with reasons for pendency and action plan for closure. Also, the Designated Director shall be apprised of any exception noticed during the disposition of alerts.
3. Designated Directors would be responsible for all surveillance activities carried out.
4. Compliance Officer should ensure that all alerts provided by CDSL will be checked on regular basis by login to CDSL Surveillance Portal.

**F. Obligation of Quarterly reporting of status of the alerts generated to Exchanges/Depository:**

We will provide duly approved status of the alerts on a quarterly basis, in the prescribed format to the Exchange/Depository within 15 days from end of the quarter. 'NIL report" needs to be submitted if we do not have anything to report.

**G. General:**

1. A daily reporting of the alerts to the designated director and principal officer.
2. Quarterly MIS to the Board of Directors if there are alerts as to the number of alerts received, disposed off during the quarter and pending at the end of the quarter and the reasons for pendency should be discussed and appropriate action taken for disposing of the alerts.
3. The surveillance process to be conducted under overall supervision of its Compliance Officer/Principal Officer. Compliance Officer of the Company and their team would be to be responsible for all surveillance activities carried out for the record maintenance and reporting of such activities under the supervision of the Designated Director.
4. Internal auditor shall review the surveillance policy, its implementation, effectiveness and review the alerts generated during the period of audit. Internal auditor shall record the observations with respect to the same in their report.
5. This policy would be made available to the internal auditors and regulators during the course of audits or as and when demanded.

**H. Review:**

The policy shall be reviewed at least once in a year.

**I. Reference**

NSE/SURV/48818 dated July 01, 2021
NSE/SURV/49765 dated September 29, 2021
CDSL/OPS/DP/SYSTM/2021/309 dated July 15, 2021
CDSL/OPS/DP/SYSTM/2021/369 dated August 23, 2021
CDSL/OPS/DP/SYSTM/2022/5 dated January 04, 2022
CDSL/SURV/DP/ POLCY/2023/88 dated February 10, 2023

July 2023

## Write-up on Internal Controls

**INTERNAL CONTROLS: Internal controls are in place at all levels in the organization. The activity wise details are as under:**

**Registration of Clients:** A KYC policy is already in place and the staff members are instructed to strictly adhere to the rules and regulations framed by various authorities from time to time. All the client registration forms are scrutinized at various levels before final registration of the client. Trading is allowed to the clients only after successful upload of "Unique Client Code".

**Receiving, Validating & entering orders of the clients in the trading platform:** Orders are received on phone. The orders are placed in the trading platform and confirmed immediately on phone itself. Some preferred clients are also informed as and when their order gets executed.

**Collection and Maintenance of Margins:** We adhere to strict compliance in maintenance and collection of margins. Our RMS department keeps track of margin requirement of every client on continuous basis. Everyday the margin requirement as per Exchange Provided Information through various files like MG13 etc is matched with margin available in cash as well as collateral received from clients and in case of shortfall duly collected from the respective clients in time and reported accordingly.

**Monitoring of branches/Authorised Persons/DP operations etc:** Branches and sub brokers are kept under continuous surveillance through our RMS and Coordination Department. Regular branch visits and internal reviews are carried out to ensure smooth functioning and proper management of the branches. As regards operations at branch level, all the back office related activities have been centralized at the corporate office of the company. The operations at the branch level are restricted to trading and collection of payments only. All other activities are controlled from corporate office only. Feedback from all the branch managers is received on continuous basis to analyze the status of operations at the branch.

**Continuity Planning / Alternate plan in case of disasters etc:** The Company has a CTCL server located at Head office and another Back up CTCL server is also located at our Head office. If any server is down, users can be shifted to the other server. Back up of the previous day is being restored to Back up CTCL server which is running live to reduce down time in case of hardware failure. Further the databases are backed up daily & stored at remote location.

**Compliance:** We are committed to comply with all the requirements issued by exchange and other market intermediaries from time to time. We have compliance department in place for continuous monitoring of various compliances. In the preceding paragraphs, we have elaborated the various internal controls put in place to ensure strict adherence to all the rules and regulations. Department wise allocation of various compliances is also done to ensure day-to-day compliances.

## CPOLIECS AND PROCEDURES AS PER SEBI CIRCULAR NO MIRSD/SE/CIR-009 DATED 03-DEC-2009

### 1. Refusal of orders for penny stocks:

Stock broker is advising to the clients not to deal in penny securities and if client deals with the penny stocks, 100%margin will be taken from the client and these shares will not be taken to as Margin deposit. The stock broker shall have authority from time to time limit (quantity/ value) or refuse orders in one or more securities due to various reasons including market liquidity, value of security(ies) or may require compulsory settlement / advance payment of expected settlement value/ delivery of securities for settlement prior to acceptance / placement of order(s) as well, the order being for securities which are not in the permitted list of the stock broker / exchange(s) / SEBI or does not commensurate with the risk profile of the client as assessed by the broker. Decision of Broker will be binding on the client and will be final.

Stocks that appear in the list of illiquid securities issued by the Exchanges every Quarter are considered penny stocks. These stocks are generally considered to be highly speculative and high risk because of their lack of liquidity, large bid-ask spreads, small capitalization, and limited following and disclosure. Depending on the market condition and RMS policy of the company, Tradeswift reserves the right to refuse to allow trading and/or provide limits on penny stocks

### Trading in newly listed shares and illiquid securities

Newly listed securities, illiquid securities and Trade-to-Trade securities which have high VaR margin are subject to high market risks and rate fluctuations. Illiquid securities and Trade-to-Trade securities will have a daily price range (DPR) whereby the chances that these shares can reach the upper DPR or Lower DPR during a trading day are higher than other securities. Hence, the dealing in these securities will be subject to permission from the surveillance department and will be subject to the available credit balance.

### Policy for GSM Securities (Graded Surveillance Measure Securities)

In GSM securities the Company would be Blocking of the scrip under GSM from grade I – grade VI. Exchanges has vide their respective circulars have provided for guidelines on GSM security. The client can refer to the same in the case of the explanation required. Newly listed shares usually do not have a DPR and hence, the chances for rate fluctuations are higher. The dealing in newly listed shares will be restricted to the available credit balance after considering the Mark-to-Market (Mark-to-Market) levels.

### 2. Setting Up Client's Exposure Limits:

The client agrees to abide by the exposure limits, if any, set by the stock broker or by the Exchange or Clearing Corporation or SEBI from time to time. The client is aware and agrees that the stock broker may need to vary or reduce or impose new limits urgently on the basis

of the stock broker's risk perception, risk profile of the client and other factors considered relevant by the stock broker including but not limited to limits on account of exchange/ SEBI directions/ limits (such as broker level/ market level limits in security specific / volume specific exposures etc.). The stock broker may be unable to inform the client of such variation, reduction or imposition in advance. The client agrees that the stock broker shall not be responsible for such variation, reduction or imposition or the client's inability to route any order through the stock broker's trading system on account of any such variation, reduction or imposition of limits. Sometimes client's sauda may go to IOC (Immediate or Cancel) instead of normal bidding if broker terminal is on
square off mode. The Stock Broker at its sole discretion can give extra exposure or intraday limit to the client, such extra exposure will automatically be squared off by
trading mechanism without any further reference to the client appx. 15 minutes before the scheduled closing.

**3. Applicable Brokerage Rate:**

**a. For Cash Market Segment:** The maximum brokerage chargeable in relation to trades effected in the securities admitted to dealings on the Capital Market segment of the Exchange shall be 2.5 % of the contract price exclusive of statutory levies. It is hereby further clarified that where the sale / purchase value of a share is Rs.10/- or less, a maximum brokerage of 25 paise per share may be collected.

**b. For Future Contracts :** Brokerage for Future contract would not exceed 2.5% of the contract price and exclusive of statutory levies. It is hereby further clarified that where the sale / purchase value of a share is Rs.10/- or less, a maximum brokerage of 25 paise per share may be collected

**c. For Option contracts:** Brokerage for option contracts would not exceed Rs.100/- per lot single side or such other rates as provided by the exchanges.

**4. Imposition of penalty/delayed payment charges by either party, specifying the rate and the period (This must not result in funding by the broker in contravention of the applicable laws) :**

Client shall be liable to penalty and other charges on nonpayment of margin money, short selling of securities or units, failure on payment of auction, cheque bounce, nondelivery of shares, increase open position or on any orders / trades / deals / actions of the client which are contrary to this agreement / rules / regulations / bye laws of the exchange or any other law for the time being in force as per Rules, Regulations,Guidelines and Circulars issued by SEBI and stock exchange time to time and client will be kept informed about the rate of such penalties & fines. Similarly in case of non receipt of full payment of value of delivery purchased, margin imposed (initial + MTM) interest will be charged at 21% p.a. calculated on daily basis on shortfall amount till the date of actual realization of money. All fines/penalties and charges levied upon the Client due to its acts / deeds or transactions will be recovered by the Stock Broker directly from the client's account.

**5. The right to sell clients' securities or close clients' positions, without giving notice to the client, on account of non-payment of client's dues (This shall be limited to the extent of settlement/margin obligation) :**

**1.** If payment/securities towards the Margin or shortfall in Margin is not received instantaneously to enable restoration of sufficient Margin in the Client's account.

**2.** In case of benefit of margin will be given only after realization of instrument.

**3.** The client shall ensure timely availability of funds/securities in designated form and manner at designated time and in designated bank and depository account(s) at designated place, for meeting his/her/its pay in obligation of funds and securities. The stock broker shall not be responsible for any claim/loss/damage arising out of non-availability/short availability of funds/securities by the client in the designated account(s) of the stock broker for meeting the pay in obligation of either funds or securities.

If the client gives orders / trades in the anticipation of the required securities being available subsequently for pay in through anticipated payout from the exchange or through borrowings or any off market delivery(s) and if such anticipated availability does not materialize in actual availability of securities / funds for pay in for any reason whatsoever including but not limited to any delays / shortages at the exchange or stock broker level / non release of margin by the stock broker etc., the losses which may occur to the client as a consequence of such shortages in any manner such as on account of auctions / square off / closing outs etc., shall be solely to the account of the client and the client agrees not to hold the stock broker responsible for the same in any form or manner whatsoever.

**4.** The stock broker has the right but not the obligation, to cancel all pending orders and to sell/close/ liquidate all open positions/ securities / shares at the pre-defined square off time or when Mark to Market (M-T-M) percentage reaches or crosses stipulated margin percentage mentioned on the website, whichever is earlier. Similarly all transactions outstanding under limit by whatsoever name called may be closed out at specified time if not squared off by the client.

**5.** In case open position (Le. short/long) gets converted into delivery due to non square off because of any reason whatsoever, the client agrees to provide securities/funds to fulfill the payin obligation failing which the client will have to face auctions or internal close outs; in addition to this the client will have to pay penalties and charges levied by exchange in actual and losses, if any. In addition the above Specific instruction is to be provided by the client to Stock Broker for fulfilment of obligation (Funds and securities) for the trades executed in other than Normal / Rolling settlement.

**6.** Any reference in these terms to sale or transfer of securities by the Stock Broker shall be deemed to include sale of the securities which form part of the Margin maintained by the Client with the Stock Broker.

## 6. Shortages in obligations arising out of internal netting of trades

The policy and procedure for settlement of shortages in obligations arising out of internal netting of trades is as under:

**a.** The short delivering client is debited by an amount equivalent to 20% above of closing rate of day prior to Pay-in/Payout Day. The securities delivered short are purchased from market on T +2 day which is the Auction Day on Exchange, and the purchase consideration (inclusive of all statutory taxes & levies + 5 % extra) is debited to the short delivering seller client along with reversal entry of provisionally amount debited earlier.

**b.** If securities cannot be purchased from market due to any force majeure condition, the short delivering seller is debited at the closing rate on T +3 day or Auction day on Exchange +20%. Where the delivery is matched partially or fully at the Exchange Clearing, the delivery and debits/ credits shall be as per Exchange Debits and Credits after deducting exchange penalties.

**c.** In cases of securities having corporate actions all cases of short delivery of cum transactions which cannot be auctioned on cum basis or where the cum basis auction payout is after the book closure / record date, would be compulsory closed out at higher of 20% above the official closing price on the auction day or the highest traded price from first trading day of the settlement till the auction.

**7. Conditions under which a client may not be allowed to take further position or the broker may close the existing position of a client.**

The stock broker may refuse to execute / allow execution of orders due to but not limited to the reason of lack of margin / securities or the order being outside the limits set by stock broker / exchange/ SEBI and any other reasons which the stock broker may deem appropriate in the circumstances.

**1.** For non-payment or erosion of margins or other amounts, outstanding debts, etc. and adjust the proceeds of such liquidation / close out, if any, against the client's liabilities/ obligations.

**2.** Any order which is executed without the required Margin in the Client's account or the brokers exposure is more than 90% and above so no fresh trade will be taken.

**3.** The client hereby authorizes the Stock Broker to square up all his outstanding positions at the discretion of the Stock Broker, which are not marked for delivery 15 minutes before the closing time of the normal market or if the client's margin is evaporated by 90% in any of exchanges, reserves the right to square off positions.

**4.** Under certain market conditions, it may be difficult or impossible to liquidate a position in the market at a reasonable price or at all, when there are no outstanding orders either on the buy side or the sell side, or if trading is halted in a security due to any action on account of unusual trading activity or stock hitting circuit filters or for any other reason as prescribed or instructed by SEBI.

**5.** The stock broker is entitled to disable / freeze the account or trading facility/ any other service if, in the opinion of the stock broker, the client has committed a crime, fraud or has acted in contradiction of this agreement or /evade / violate any laws, rules, regulations, directions of a lawful authoritywhether Indian or foreign or if the stock broker so apprehends. Any profit/loss arising out of these transactions shall be at the risk of and borne by the client.

**6.** TRADESWIFT does not engage in the business of Client Funding. Clients are required to have sufficient balance in their accounts to hold/carry forward positions.

Positions that do not have sufficient funds can be cut at any time at the discretion of our RMS desk. There will be no margin calls or intimation from our RMS desk.

Any open positions can be squared off at the discretion of our RMS desk If the funds available in your account are short of exchange specified margins. There will be no margin call before the position is squared off. During times of extreme volatility, the loss could be more than the funds available in your account before the position is squared off. All resulting charges or debts that might occur from such square offs will have to be borne by the client.

- Collateral margin will not be considered for equity delivery positions.
- AMO (After-Market Orders) will be allowed
- AMO will be canceled if the price entered is more than 3% away from the LTP in either direction.
- Fines levied by the exchange for a short margin will be payable by the client.
- Payments will only be accepted from the client's registered bank account, cash and DD payments are not accepted.
- At the start of the delivery intention period, clients will not be informed before closing any open positions to avoid compulsory delivery notice.
- Instruments available for trading at Tradeswift are subject to the discretion of the risk management team, and these may change from time to time
- In case your account is in debit balance and/or if you have insufficient funds to manage your trading positions, you will be charged an interest of 18% p.a (+GST) as delayed payment charges

## Mark-to-Market Square-Off

Tradeswift may execute Mark-to-Market Square-off transactions at it's discretion, mainly due to the following conditions, but not limited to the same.

At any given point in time, if the MTM level of the client breaches 80% of his available Cash margin, the risk team would square off the complete positions of the client with or without intimating the clients.

For the sake of better understanding, the square of the percentage of 70% or 80% is basically the threshold base limit and it should not be construed as exact 70% or 80% for square off. The position may get squared off at exact 70% or 80% or above the base threshold limit. Due to market extreme volatility, it may not be possible to monitor the square off limit from percentage (%) to percentage (%).

Also, in case the MTM square off is done, the residual fund if any will be blocked to trade till the client adds fresh funds to bring the overall MTM percentage sufficient below the threshold limit.

Further, the square-off will also be based on the extreme volatility in the market which may have a severe impact on the client and the company. The Company may or may not inform the client on the same in case of potential fluctuation. (SEBI guideline on closeout/square off)

All information mentioned here is subject to change at the discretion of our Risk management team.

Intraday and leverage products – restricting exposure and square-off and important points

1. Time based Intraday Square off – Daily – Starting from 15 minutes before close of normal trading session.

2. This includes all types of Intraday products i.e., Cover Order, Bracket Order and Stop Loss Orders

3. Every day system may stop allowing any further intraday order any time after 3.15 PM. System first removes all pending orders and then squares off all Intraday Orders. At the time of Intra day order square of trigger, all pending orders would be cancelled, and orders will be sent to exchange for square off. The orders sent to exchange will be executed on best effort basis.

4. This is irrespective of target reached / profit and loss position.

5. In case of any price movement > 75% of circuit limit, further exposure in intraday product will be blocked by the system for that security.

## 8: Policy for Blocking additional Margins towards Open positions:

Tradeswift may consider of blocking /retaining additional margins towards open positions in any segment of any exchange. Generally, exchange communicates client wise margin requirement on regular intervals, and a client can deposit the margins by the way of funds or securities /commodities pledged by the way of margin pledge/re-pledge of depository system. Tradeswift may retain the securities submitted by the client by the above-mentioned method as an additional margin and may not un-pledge the securities in excess to the margin requirement. Valuation of such securities shall be calculated by the closing rate of T-1 day after applying appropriate hair-cut viz. VaR margin rate applicable for the security in the Capital Market segment of NSE.

## 9. Temporarily suspending or closing a client's account at the client's request

Client may instruct the member to close out the account or suspend the trading through client's account for the period as specified in the request in written and duly signed by him. The stock broker can with hold the payouts of client and suspend his trading account due to his surveillance action or judicial or / and regulatory order/action requiring client suspension.

## 10. Deregistering a client

A client is at liberty to deregister himself / itself from the member. For that purpose client will be liable first to settle his account in full. In case of any shortfall or any dues or payment remaining after adjusting the margin account, the client will be liable to make payment of the same. And in case of surplus arising out after netting of account, client shall be entitled to receipt of the same. The member shall also have power to deregister the client after settling his account at its sole discretion.

**11. Policy for Inactive (Dormant) client :** If a client does not transact* for a continues period of 12 months the member firm put an inactive /dormant flag against him, so that extra precautions can be taken while dealing with such client. All the assets lying with the member has to return to the particular client as per the client's instructions and authorization.

***Trading, IPO/Mutual Fund subscription and DP operations**

- **Re-activation of a Dormant account**

  A Dormant account shall be re-activated only after undertaking the proper due-diligence process and fulfilling such conditions as may be deemed to by the authorized person of the organization. As a practice, on receipt of a written and duly signed instruction from the client of a dormant account, the member has to appropriately verify the KYC of such clients as well as the authenticity of the instruction. The instruction is to be accepted only on the satisfaction of the above. Fresh documentation, due diligence and IPV is required where a client is coming for reactivation after a period of 1 year of being flagged as inactive

  The above-stated policy may be modified at any time in accordance with the various rules, regulations, bye- laws, and guidelines that may be prescribed by SEBI, Exchange or any other competent authority or as per the internal policy of the organization from time to time. This policy for the dormant accounts is over and above the transaction monitoring in the dormant accounts as per the Anti-Money laundering policy of the organization

## 12. Policy on Circulation of Unauthenticated News

**Prohibition on circulation of unauthenticated News:**

To Protect Investors to Stop Unauthenticated News Circulation by the Company's Employees/ Temporary Staff or other dealing person and by company Infrastructure.

**As per code of conduct for Stock Broker in SEBI (Stock Brokers and Sub-brokers) Regulations, 1992 and SEBI circular Cir/ISD/1/2011 dated March 23, 2011**, all SEBI registered market intermediaries are required to have proper internal code of conduct to govern the conduct of its Employees. In view of same, **TRADESWIFT BROKING PRIVATE LIMITED** implements code of conduct for communicating through various modes of communication. Company Directors/ Officers / Employees/ Temporary Staff /Voluntary Workers are prohibited from:

1. Circulation of unauthenticated news related to various scrips in blogs/chat forums/e-mail etc.

2. Encouraging or circulating rumors or unverified information obtained from client, industry, any trade or any other sources without verification.

3. Either forwarding any market related news received in their official mail/personal mail / blog or in any other manner except after the same has been seen and approved by the Compliance Officer.

Our Company Directors/ Officers / Employees/ Temporary Staff /Voluntary Workers are restricted from circulation of rumors or unverified information obtained from client, industry, any trade or other sources without verification.

The Company Directors/ Officers / Employees/ Temporary Staff /Voluntary Workers will have to seek prior approval from Compliance Officer of TRADESWIFT BROKING PRIVATE LIMITED before forwarding any market related news received by them either in their official mail/personal mail / blog or in any other manner and all the reporting with regard to violation of the same shall be done to the designated Compliance Officer.
If an employee fails to do so, he/she shall be deemed to have violated the various provisions contained in SEBI Act/Rules/Regulations etc. and shall be liable for disciplinary action.

Access to Blogs / chat forums/messenger sites etc. has been restricted by TRADESWIFT BROKING PRIVATE LIMITED and is not allowed.

This code can be modified/amended/altered as required from time to time in compliance of the relevant provisions/regulations in this regard.

## 13:Policy for Client code modification/Error Account

1. TRADESWIFT shall have the absolute discretion to accept, refuse or partially accept the client code Modification requests based on Risk Perception and other factors considered relevant by TRADESWIFT; TRADESWIFT and / or any of its directors, employees will not be held responsible for Damages/losses due to such refusal or due to delay caused by such review.
2. Client code modification requests will be strictly accepted only to rectify genuine error in entry of client code at the time of placing /modifying the related order;consequently dealers are expected to take utmost care/precaution while execution of client trades.

3. As per SEBI circular dated July 5, 2011 on client code modifications, penalty will be levied on all client code modifications w.e.f. August 1, 2011 (including genuine errors).
4. Error due to communication and / or punching or typing such that the original client code / name and the modified client code / name are similar to each other.
5. Modification within relatives (Relative for this purpose would mean 'Relative' as defined under sec. 6 the Companies Act, 1956).
6. TRADESWIFT will allow Modifications in the client Codes of Non-Institutional clients only for the following objective Criteria provided there is no consistent pattern in such modifications:
7. For easy identification of "ERROR ACCOUNT", TRADESWIFT have registered a fresh Client Code ERROR as (ERROR ACCOUNT) in Back office & same has been uploaded in the UCC database of the Exchange.
8. Any transfer of trade (institutional or non-institutional) to "ERROR ACCOUNT" of member would not be treated as modification of client code and would not attract any amount of penalty, provided the trades in "ERROR ACCOUNT" are subsequently liquidated in the market and not shifted to some other client code. Client Code Modification requests through "ERROR ACCOUNT" will be accepted only till 3:30 PM IST.
9. All cases of modification of client codes of non-institutional trades executed on the Exchange and not transferred to TRADESWIFT "ERROR ACCOUNT", shall be liable for a penalty of 1% of value of non-institutional trades modified if value of non-institutional trades modified as a percentage of total value of non- institutional trades executed is less than or equal to 5% and penalty of 2% if modification exceeds 5%, in a segment during a month.
10. The levy of penalty is a precautionary measures and management has sole discretion whether to levy penalty or not.
11. TRADESWIFT shall conduct a special inspection of the concerned Dealer/Associate, if modification*n exceeds 1% of the value of trades executed during a month and take appropriate disciplinary action, if any deficiency is observed.

## 14: Policy on accepting Prefunded Instruments

Tradeswift generally accepts all the payments from the clients through account payee cheque only. The instrument submitted for payment of dues should belong to the same person who is maintaining the account with us. Third party instruments will not be accepted / credited to the account.
However clients have the options to pay through prefunded instruments like Demand Drafts / Banker Cheque subject to fulfilling the following guidelines.

- If the aggregate value of pre-funded instruments is ` 50,000/- or more, per day per client, the stock brokers may accept the instruments only if the same are accompanied by the name of the bank account holder and number of the bank account debited for the purpose, duly certified by the issuing bank. The mode of certification may include the following:

- Certificate from the issuing bank on its letterhead or on a plain paper with the seal of the issuing bank.
- Certified copy of the requisition slip (portion which is retained by the bank) to issue the instrument.
- Certified copy of the passbook/bank statement for the account debited to issue the instrument.
- Authentication of the bank account-number debited and name of the account holder by the issuing bank on the reverse of the instrument.

Pay-in Clients can transfer funds into the Trading Account only from such bank accounts which are registered with Tradeswift. Any transfer from a non-registered bank account will not be considered and the client does not get any trading limit credit for such transfers

**THIRD-PARTY PAYMENTS**

Tradeswift shall have the prerogative to refuse payments received from any bank account where the client is not the registered holder or which is not mentioned in the KYC or which the client has not got updated subsequently by submitting a written request along with adequate proof thereof as per proforma prescribed by Tradeswift. Tradeswift shall not be responsible for any loss or damage arising out of such refusal of acceptance of payments in the situations mentioned above.

However, due to an oversight, if any such third-party payment has been accepted by Tradeswift and the credit for the same has been given in the client's ledger, Tradeswift shall have the right to immediately reverse such credit entries on noticing or becoming aware of the same. In such a case, Tradeswift reserves the right to liquidate any of the open positions and/or any of the collaterals received/ held on behalf of the client. Tradeswift, its Directors and employees shall not be responsible for any consequential damages or losses.

If the client has electronically transferred funds to the account, he should produce the following:

- E-statement of the account, displaying account number and account holder name showing the debit entry of fund transfer to Tradeswift.

**15: Policy on prevention of Insider Trading**

The Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations,
1992, was amended on 22nd February 2002 (hereinafter referred to as "Regulations") in terms of which a Stock Broker is required, inter alia, to frame a Code of Conduct for Prevention of Insider Trading by Employees of a Stock Broker, including its Directors
In line with the said Regulations, the following Code of Conduct (hereinafter referred to as "the Code") has been adopted by TRADESWIFT BROKING PRIVATE

LIMITED (hereinafter referred to as "Tradeswift"), Member of the Bombay Stock Exchange, National Stock Exchange Ltd, MSEI, MCX & NCDEX.

**Director**

- Tradeswift has appointed Mr. Nishant Jain as a Compliance Officer who reports to the Board of Directors.

- The Compliance Officer shall be responsible for setting Policies and Procedures and monitoring the Rules & Regulations for the preservation of "Price Sensitive Information", pre-clearing of all Designated Employees and their Dependents Trades (directly or through respective Department heads as decided by the Tradeswift). Monitoring of Trades and the Implementation of the Code of Conduct under the overall Supervision of the Directors

- The Compliance Officer shall maintain a record of all Tradeswift Employees and any Changes done in the Employees List from time to time & help to understand any Clarifications regarding SEBI (Prohibition of Insider Trading) Regulations, 1992.

**Prevention of "Price Sensitive Information**

- Employees / Directors shall maintain the Confidentiality of all Price Sensitive Information & must not pass such Information directly or indirectly by way of making a Recommendation for the Purchase or Sale of Securities

- Price Sensitive Information is to be handled on a "Need to Know" basis, i.e. Price Sensitive Information should be disclosed only to those within Tradeswift, who need the Information to discharge their Duty and whose Possession of such Information will not give rise to a Conflict of Interest or Appearance of Misuse of the Information.

- All Files of Tradeswift, containing Confidential Information shall be kept Secure & all computer files must have Adequate Security of Login and Password, etc

- To prevent the Misuse of Confidential Information, TRADESWIFT separates those Areas which routinely have access to Confidential Information, considered "Inside Areas" from those Areas which deal with Sale / Marketing / Investment Advise or other Departments providing Support Services, considered "Public Areas".

- The Employees in Inside Area may be physically segregated from Employees inPublic Area.

- The Employees in the Inside Area shall not communicate any Price Sensitive Information to anyone in Public Area.

**Prevention of Misuse of Price Sensitive Information**

- Employees / Directors shall not use Price Sensitive Information to Buy or Sell Securities of any sort, whether for their Own Account, their Relative's

Account, TRADESWIFT's Account or a Client's Account. The Trading Restrictions shall apply for Trading in Securities.

- All Directors / Employees of TRADESWIFT, who intend to deal in the Securities of listed Companies where TRADESWIFT has some assignments shall pre-clear the Transactions as per the pre-dealing Procedure as described here below.

- An application may be made in such form as specify by TRADESWIFT in this regard, to the Compliance Officer indicating the Name and Estimated Number of Securities that the Employees / Director intends to deal in with details of Demat DP with which he has a Security Account, the Securities in such Depository Mode and any other details as may be prescribed by TRADESWIFT in his rule & regulations.

- An Undertaking shall be executed in favor of TRADESWIFT by such Employees / Directors incorporating, the following Clauses, as may be applicable.

- That the Employees / Director does not received any "Price Sensitive Information" at the time of signing the Undertaking.

- That in case the employees / director / partner receives "Price Sensitive Information" after the signing of the undertaking but before the execution of the transaction he/she shall inform the Compliance officer of the change in his position and that he/she would completely refrain from dealing in the securities of listed companies.

- That he / she has not contravened the Code of Conduct for prevention of Insider Trading as specified by TRADESWIFT.

- That he / she has made a Full and True Disclosure in the matter

**Restricted / Grey List**

- In order to monitor above Procedures and Trading in Client Securities based on Inside Information, TRADESWIFT shall restrict Trading in certain Securities and designate such List as Restricted / Grey List.

- Security of a Listed Company shall be put on the Restricted / Grey List if TRADESWIFT is handling any Assignment for the Listed Company or preparing Appraisal Report.

- Any Security, which is being purchased or sold or is being considered for Purchase or Sale by TRADESWIFT on behalf of its Clients shall be put on the Restricted / Grey List

- As the Restricted List itself is a Highly Confidential Information it shall not be communicated to anyone outside TRADESWIFT. The Restricted List shall be maintained & kept by Compliance Officer
- Penalty for Contravention of the Code

- Any Employee / Director who trades in Securities or communicates any Information or counsels any Person Trading in Securities, will be treated as Contravention of the Code & conduct, may be penalized and appropriate Action may be taken by TRADESWIFT

- Employees / Directors of TRADESWIFT, who violate the Code, may also be subject to Disciplinary Action by the Company.

- The Action by TRADESWIFT shall not preclude SEBI from taking any Action in case of Violation of SEBI (Prohibition of Insider Trading) Regulations, 1992
- Information to SEBI in case of Violation of SEBI (Prohibition of Insider Trading) Regulations

- In case of any violation observed by TRADESWIFT / its Compliance Officer that there has been a Violation of these Regulations, TRADESWIFT shall inform the SEBI

## 16:Policy for dealing with Conflicts of Interest

On the lines of Principle SEBI , it has been decided to put in place comprehensive guidelines for elimination of the conflict of interest of our entity or associated persons as detailed hereunder.

- We will at all times maintain high standards of integrity in the conduct of our business;
- We will ensure fair treatment of our clients and not discriminate amongst them;
- We will ensure that our personal interest does not, at any time conflict with our duty to our clients and client's interest always takes primacy in our advice, investment decisions and transactions;
- We will make appropriate disclosure to the clients of possible source or potential areas of conflict of interest which would impair our ability to render fair, objective and unbiased services;
- We will endeavor to reduce opportunities for conflict through prescriptive measures such as through information barriers to block or hinder the flow of information from one department/ unit to another, etc.;
- We will place appropriate restrictions on transactions in securities while handling a mandate of issuer or client in respect of such security so as to avoid any conflict;

- We will not deal in securities while in possession of material non published information;
- We will not communicate the material non published information while dealing in securities on behalf of others;
- We will not in any way contribute to manipulate the demand for or supply of securities in the market or to influence prices of securities;
- We will not have an incentive structure that encourages sale of products not suiting the risk profile of our clients;

- There will be an educational programme for the "Associated Persons'' on yearly basis / or as and when required for dealing with or avoiding or managing conflict of interest. For this purpose "Associated Persons" will be the persons associated and involved in the following core areas, namely:
    1. Assets or funds of investors or clients;
    2. Redressal of investor grievances;
    3. Internal control or risk management;
    4. Activities having a bearing on Operational risk.

Our management shall review the compliance of this circular in every six months.

## 17:Policy for incentives/referral schemes

Tradeswift does not pass any incentive on client referrals, however we may introduce client referrals scheme in future, the same shall be governed by the NSE Circular Ref. No: 49/2019 or any circulars issued in this context by the Exchanges/regulators by time to time.

# Tradeswift Broking Private Limited

**Internal Policy for Compliance of provisions as contained in Prevention of Money Laundering Act, 2002 (PMLA) and rules and regulations framed PMLA**

**(Initially Approved by Board on Dec 20, 2018)**

July 2023

- **Introduction of TRADESWIFT BROKING PVT LTD**

**TRADESWIFT BROKING PRIVATE LIMITED** is a member of National Stock Exchange, Bombay Stock Exchange and Metropolitan Stock Exchange of India Ltd. Limited (MSEI), Multi Commodity Exchange (MCX) & National Commodities and Derivatives Exchane (NCDEX) having SEBI Regn No.INZ000166439. TRADESWIFT BROKING PRIVATE LIMITED is also a depository Participant of and CDSL vide DP ID: 12065900.

This Anti-Money-Laundering (AML) policy has been prepared in accordance Prevention of Money Laundering Act, 2002 (PMLA Act) and and the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005 (Maintenance of Records Rules), as amended from time to time and notified by the Government of India. This policy also takes into account SEBI Guidelines on Anti Money Laundering Standards issued vide notification No.ISD/CIR/RR/AML/1/06 dated 18th January 2006, vide Circular No.ISD/CIR/RR/AML/2/06 dated 20th March 2006 vide letter No. ISD/AML/CIR-1/2008 dated December 19, 2008,vide Circular No. ISD/AML/CIR-1/2009 dated September 01, 2009, Vide Circular No. ISD/AML/CIR-2/2009 date October 23,2009, vide Circular CIR/ISD/AML/3/2010 dated December 31, 2010, vide Circular No. ISD/AML/CIR-1/2010 dated February 2010, vide Circular number CIR/MIRSD/11/2014 dated March 12th, 2014, vide Circular SEBI/HO/MIRSD/DOS3/CIR/P/2018/104 dated July 04th, 2018 and vide Circular No. SEBI/HO/MIRSD/DOP/CIR/P2019/113 dated October 15, 2019, SEBI/HO/MIRSD/MIRSD-SEC-5/P/CIR/2023/022 dated February 03, 2023 & SEBI/HO/MIRSD/MIRSDSECFATF/P/CIR/2023/091 dated June 16, 2023 and rules laid down by FIU.

- **Objectives for framing of this Policy Document:**

- To provide for such procedures and internal control measures so as to deal with money laundering and terrorist financing activities in accordance with PMLA and rules and regulations framed there under as in force from time to time;

- To provide for maintenance of such records as are required under provisions of PMLA and/or rules and regulations framed there under

- To provide for submission of Cash Transaction Report (CTR) and Suspicious Transaction Report (STR), as and when required

- To adopt customer acceptance policies and procedures which are sensitive to the risk of money laundering and terrorist financing; and

- To undertake customer due diligence ("CDD") measures to an extent that is sensitive to the risk of money laundering and terrorist financing depending on the type of customer, business relationship or transaction;

- To create awareness about this policy among the staff members of the Company by ensuring that the contents of this policy framework are understood by all staff members;

- To review the policies and procedures at least once in a year and as and when required and to ensure their effectiveness by a person who is different from the person who has framed such policies and procedures.

- **Introduction and Background of AML**

SEBI has issued necessary directives vide circulars from time to time, covering issues related to Know Your Client (KYC) norms, Anti-Money Laundering (AML), Client Due Diligence (CDD) and Combating Financing of Terrorism (CFT). The Prevention of Money Laundering Act, 2002 (PMLA) has been brought into force with effect from 1st July 2005 by the Department of Revenue, Ministry of Finance, and Government of India.

Every reporting entity (which includes intermediaries registered under section 12 of the SEBI Act, i.e. a stock-broker, share transfer agent, banker to an issue, trustee to a trust deed, registrar to an issue, asset management company, depository participant, merchant banker, portfolio manager, investment adviser and any other intermediary associated with the securities market and registered under Section 12 of the SEBI Act and stock exchanges), shall have to adhere to the client account opening procedures, maintenance records and reporting of such transactions as prescribed by the PMLA and rules notified there under.

The Maintenance of Records Rules mandates the reporting entities to evolve an internal mechanism having regard to any guidelines issued by the regulator for detecting the transactions specified in the Maintenance of Records Rules and for furnishing information thereof, in such form as may be directed by SEBI.

Further As per the provisions of the PMLA, all the registered intermediaries shall put in place a system of maintaining proper record of the nature and value of transactions which has been prescribed under Rule 3 of PML Rules. Such transactions include;

- All cash transactions of the value of more than Rs 10 lakh or its equivalent in foreign currency.

- All series of cash transactions integrally connected to each other which have been valued below Rs 10 lakh or its equivalent in foreign currency where such series of transactions take place within one calendar month and the monthly aggregate exceeds an amount of ten lakh rupees or its equivalent in foreign currency.

- All cash transactions where forged or counterfeit currency notes or bank notes have been used as genuine or where any forgery of a valuable security or a document has taken place facilitating the transactions;

- All suspicious transactions whether or not made in cash and including, inter-alia, credits or debits into from any non monetary account such as Demat account, security account maintained by the registered intermediary.

It may, however, be clarified that for the purpose of suspicious transactions reporting, apart from 'transactions integrally connected', 'transactions remotely connected or related' shall also be considered.

In case there is a variance in CDD/AML standards prescribed by SEBI and the regulators of the host country, branches/overseas subsidiaries of intermediaries are required to adopt the more stringent requirements of the two.

- **Policies and procedures to combat Money Laundering and Terrorist Financing**

➢ **Obligation to establish policies and procedures: -**

Global measures taken to combat drug trafficking, terrorism and other organized and serious crimes have all emphasized the need for financial institutions, including securities market intermediaries, to establish internal procedures that effectively serve to prevent and impede money laundering and terrorist financing. The PMLA is in line with these measures and mandates that all intermediaries ensure the fulfillment of the aforementioned obligations.

To be in compliance with these obligations, the senior management of a registered intermediary shall be fully committed to establishing appropriate policies and procedures for the prevention of ML and TF and ensuring their effectiveness and compliance with all relevant legal and regulatory requirements. We shall: -

a. issue a statement of policies and procedures, on a group basis where applicable, for dealing with ML and TF reflecting the current statutory and regulatory requirements

b. ensure that the content of these Directives is understood by all staff members

c. regularly review the policies and procedures on the prevention of ML and TF to ensure their effectiveness. Further, in order to ensure the effectiveness of policies and procedures, the person doing such a review shall be different from the one who has framed such policies and procedures

d. adopt client acceptance policies and procedures which are sensitive to the risk of ML and TF

e. undertake client due diligence ("CDD") measures to an extent that is sensitive to the risk of ML and TF depending on the type of client, business relationship or transaction

f. have in system a place for identifying, monitoring and reporting suspected ML or TF transactions to the law enforcement authorities; and

g. develop staff members' awareness and vigilance to guard against ML and TF

➢ **Policies and procedures to combat ML shall cover: -**

a. Communication of group policies relating to prevention of ML and TF to all management and relevant staff that handle account information, securities transactions, money and client records etc. whether in branches, departments or subsidiaries;

b. Client acceptance policy and client due diligence measures, including requirements for proper identification;

c. Maintenance of records;

d. Compliance with relevant statutory and regulatory requirements;

e. Co-operation with the relevant law enforcement authorities, including the timely disclosure of information; and

f. Role of internal audit or compliance function to ensure compliance with the policies, procedures, and controls relating to the prevention of ML and TF, including the testing of the system for detecting suspected money laundering transactions, evaluating and checking the adequacy of exception reports generated on large and/or irregular transactions, the quality of reporting of suspicious transactions and the level of awareness of front line staff, of their responsibilities in this regard.

g. The internal audit function shall be independent, adequately resourced and commensurate with the size of the business and operations, organization structure, number of clients and other such factors.

The purpose of this document is to guide all the employees of TRADESWIFT BROKING PVT LTD and employees of its associates on the steps that they are required to take and implement to prevent and identify any money laundering or terrorist financing activities. It shall be the responsibility of each of the concerned employees that they should be able to satisfy themselves that the measures taken by them are adequate, appropriate and follow the spirit of these measures and the requirements as enshrined in the "Prevention of Money Laundering Act, 2002".

Some of these suggested measures may not be applicable to every circumstance or to each department, AP. However, each entity should consider carefully the specific nature of its business, type of customer and transaction to satisfy itself that the measures taken by the employees are adequate and appropriate to follow the spirit of these guidelines.

- **IMPLEMENTATION OF THIS POLICY**

- **CLIENT DUE DILIGENCE**

The CDD measures comprise the following:

The main aspect of this policy is the Customer Due Diligence Process which means:

a. To obtain sufficient information in order to identify persons who beneficially own or control the securities account. Whenever it is apparent that the securities acquired or maintained through an account are beneficially owned by a party other than the client, that party shall be identified using client identification and verification procedures. The beneficial owner is the natural person or persons who ultimately own, control or influence a client and/or persons on whose behalf a transaction is being conducted. It also incorporates those persons who exercise ultimate effective control over a legal person or arrangement

b. To verify the customer's identity using reliable, independent source document, data or information. Where the client purports to act on behalf of juridical person or individual or trust, the registered intermediary shall verify that any person purporting to act on behalf of such client is so authorized and verify the identity of that person.

c. To identify beneficial ownership and control, i.e. determine which individual(s) ultimately own(s) or control(s) the client and/or the person on whose behalf a transaction is being conducted;

- **For clients other than individuals or trusts:** Where the client is a person other than an individual or trust, viz., company, partnership or unincorporated association/body of individuals, the intermediary shall identify the beneficial owners of the client and take reasonable measures to verify the identity of such persons, through the following information:

a. The identity of the natural person, who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest.

Explanation: Controlling ownership interest means ownership of/entitlement to:

i) more than 10% of shares or capital or profits of the juridical person, where the juridical person is a company;
ii) more than 15% of the capital or profits of the juridical person, where the juridical person is a partnership; or
iii) more than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals.

b. In cases where there exists doubt under clause above as to whether the person with the controlling ownership interest is the beneficial owner or where no natural person exerts control through ownership interests, the identity of the natural person exercising control over the juridical person through other means.

Explanation: Control through other means would include exercised through voting rights, agreement, arrangements or in any other manner.

c. Where no natural person is identified under any of clauses above, the identity of the relevant natural person who holds the position of senior managing official.

- **For client which is a trust:** Where the client is a trust, the Company shall identify the beneficial owners of the client and take reasonable measures to verify the identity of such persons, through the identity of the settler of the trust, the trustee, the protector, the beneficiaries with 10% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

- **Exemption in case of listed companies:** Where the client or the owner of the controlling interest is a company listed on a stock exchange, or is a majority-owned subsidiary of such a company, it is not necessary to identify and verify the identity of any shareholder or beneficial owner of such

companies.

- **Applicability for foreign investors:** Dealing with foreign investors' may be guided by by SEBI Master Circular SEBI/HO/AFD-2/CIR/P/2022/175 dated December 19,2022 and amendments thereto, if any, for the purpose of identification of beneficial ownership of the client

- To verify the identity of the beneficial owner of the client and/or the person on whose behalf a transaction is being conducted, corroborating the information provided in relation to (c).

d. To verify the identity of the beneficial owner of the client and/or the person on whose behalf a transaction is being conducted, corroborating the information provided in relation to (c); and

e. To understand the ownership and control structure of the client.

f. To conduct ongoing due diligence and scrutiny, i.e. Perform ongoing scrutiny of the transactions and account throughout the course of the business relationship to ensure that the transactions being conducted are consistent with the registered intermediary's knowledge of the client, its business and risk profile, taking into account, where necessary, the client's source of funds;

g. To review the due diligence measures including verifying again the identity of the client and obtaining information on the purpose and intended nature of the business relationship, as the case may be, when there are suspicions of money laundering or financing of the activities relating to terrorism or where there are doubts about the adequacy or veracity of previously obtained client identification data; and

h. To periodically update all documents, data or information of all clients and beneficial owners collected under the CDD process.

- **Procedure for acceptance of a new customer**

- The department responsible for registration of new clients for the Company shall be required to ensure due compliance of following procedure before providing demat & trading client code to a new constituent:
- That all of the clients duly complete the formalities relating to client registration as provided in KYC norms, as in force from time to time. The person in charge of client registration department must also keep track of additional requirements prescribed by regulators e.g. RBI & SEBI from time to time in this regard and ensure compliance thereof.
- That sufficient documentary evidence is collected from the proposed constituent which establishes Identity and address of such constituent beyond any reasonable doubt.
- That all the copies of supporting documents are matched with the originals.
- That a copy of PAN is taken from each constituent, which has been verified with the original and cross checked with the data available on Income-tax Website. In case of any mismatch, the account must not be opened.
- That the signature of constituent on Client Registration Form are matched with the signature given on the PAN Card or any other proof as may be

submitted by the constituent and in case of any mismatch the account is opened only if the explanation for such mismatch is found to be reasonable on the basis of further documents e.g. Banker's Signature Verification, as may be submitted by the constituent.

- In case of online account opening, the guidelines as prescribed in SEBI circular SEBI/HO/MIRSD/DOP/CIR/P/2020/73 dated April 24, 2020 & CDSL communique CDSL/OPS/DP/POLCY/2020/444 dated October 14, 2020 is to be followed.

In a nutshell, the following safeguards are to be followed while accepting the clients:

- No account is opened in a fictitious / benami name or on an anonymous basis.

- Factors of risk perception (in terms of monitoring suspicious transactions) of the client shall be defined having regard to clients' location (registered office address, correspondence addresses and other addresses if applicable), nature of business activity, trading turnover etc. and manner of making payment for transactions undertaken. The parameters shall enable classification of clients into low, medium and high risk. Clients of special category (as given below) may, if necessary, be classified even higher. Such clients require higher degree of due diligence and regular update of Know Your Client (KYC) profile.

- To undertake enhanced due diligence measures as applicable for Clients of Special Category (CSC)*. CSC shall include the following:

  a) Non - resident clients;
  b) High net-worth clients;
  c) Trust, Charities, Non-Governmental Organizations (NGOs)and organizations receiving donations
  d) Companies having close family shareholdings or beneficial ownership
  e) Politically Exposed Persons" (PEPs): PEP shall have the same meaning as given in clause (db) of sub-rule (1) of rule 2 of the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005.The additional norms applicable to PEP as contained in paragraph 14 of the Master Circular shall also be applied to the accounts of the family members or close relatives of PEPs.
  f) Clients in high-risk countries. While dealing with clients from or situate in high risk countries or geographic areas or when providing delivery of services to clients through high risk countries or geographic areas i.e. places where existence or effectiveness of action against money laundering or terror financing is suspect, RE apart from being guided by the FATF statements that inter alia identify such countries or geographic areas that do not or insufficiently apply the FATF Recommendations, published by the FATF on its website (www.fatf-gafi.org) from time to time, shall also independently access and consider other publicly available information along with any other information which they may have access to. However, this shall not preclude RE from entering into legitimate transactions with clients from or situate in such high-risk countries and geographic areas or delivery of services through such high-risk countries or geographic areas;

- Non face to face clients: Non face to face clients means clients who open accounts without visiting the branch/offices of the registered intermediaries or meeting the officials of the registered intermediaries. Video based customer

identification process is treated as face-to-face onboarding of clients;

- Clients with dubious reputation as per public information available etc;

- Documentation requirements and other information to be collected in respect of different classes of clients shall depend on the perceived risk and having regard to the requirements of Rule 9 of the PML Rules, Directives and Circulars issued by SEBI from time to time.

- To ensure that an account is not opened where the company is unable to apply appropriate CDD measures/ KYC policies. It shall apply in cases where it is not possible to ascertain the identity of the client, or the information provided to the intermediary is suspected to be non - genuine, or there is perceived non - co-operation of the client in providing full and complete information. In such a case, the company shall continue to do business with such a person and file a suspicious activity report. The company shall also evaluate whether there is suspicious trading in determining whether to freeze or close the account. A cautious step shall be taken to ensure that we do not return securities of money that may be from suspicious trades. The Company shall consult the relevant authorities in determining what action shall be taken when suspicious trading is suspected.

- Do not accept clients with identity matching with a person known to have criminal background: To check whether the client's identity matches with any person known to be having criminal background or is not banned in any other manner, whether in terms of criminal or civil proceedings by any enforcement/regulatory agency worldwide.

- **CLIENT IDENTIFICATION PROCEDURE:**

The KYC policy shall clearly spell out the client identification procedure (CIP) to be carried out at different stages i.e. while establishing the intermediary – client relationship, while carrying out transactions for the client or when the intermediary has doubts regarding the veracity or the adequacy of previously obtained client identification data.
Following requirements shall form part of CIP:

- To place appropriate risk management systems to determine whether their client or potential client or the beneficial owner of such client is a politically exposed person. Such procedures shall include seeking relevant information from the client, referring to publicly available information or accessing the commercial electronic databases of PEPs.

- To obtain senior management approval for establishing business relationships with PEPs. Where a client has been accepted and the client or beneficial owner is subsequently found to be, or subsequently becomes a PEP, we shall obtain senior management approval to continue the business relationship

- To take reasonable measures to verify the sources of funds as well as the wealth of clients and beneficial owners identified as PEP.

- To obtain adequate information to satisfactorily establish the identity of each new client and the purpose of the intended nature of the relationship.

- The information must be adequate enough to satisfy competent authorities (regulatory / enforcement authorities) in future that due diligence was observed in compliance with the directives. Each original document shall be seen prior to acceptance of a copy.

- Failure by prospective client to provide satisfactory evidence of identity shall be noted and reported to the higher authority within the organization.

- To conduct ongoing due diligence where it notices inconsistencies in the information provided. The underlying objective shall be to follow the requirements enshrined in the PMLA, SEBI Act and Regulations, directives and circulars issued thereunder so that the intermediary is aware of the clients on whose behalf it is dealing.

- **RELIANCE ON THIRD PARTY FOR CARRYING OUT CDD**

TBPL may rely on a third party for the purpose of –

- identification and verification of the identity of a client and

- Determination of whether the client is acting on behalf of a beneficial owner, identification of the beneficial owner and verification of the identity of the beneficial owner. Such third party shall be regulated, supervised or monitored for, and have measures in place for compliance with CDD and record-keeping requirements in line with the obligations under the PML Act.

While doing so, TBPL shall ensure:

- To immediately obtain necessary information of such client due diligence carried out by the third party;
- To take adequate steps to satisfy itself that copies of identification data and other relevant documentation relating to the client due diligence requirements will be made available from the third party upon request without delay;
- To be satisfied that such third party is regulated, supervised or monitored for, and has measures in place for compliance with client due diligence and record-keeping requirements in line with the requirements and obligations under the Act;
- The third party is not based in a country or jurisdiction assessed as high risk;

TBPL shall be ultimately responsible for CDD and undertaking enhanced due diligence measures for such clients.

- **RISK – BASED APPROACH:**

a. It is generally recognized that certain clients may be of a higher or lower risk category depending on the circumstances such as the client's background, type of business relationship or transaction etc. As such, each of the client's due diligence measures on a risk sensitive basis shall be applied. The basic principle preserved in this approach is that an enhanced client due diligence process shall be adopted for higher risk categories of clients. Conversely, a simplified client due diligence process may be adopted for lower risk categories of clients. In line with the risk-based approach, the type and amount of identification information and documents that shall be obtained necessarily would depend on the risk category of a particular client.

b. Further, low risk provisions shall not be applied when there are suspicions of ML/FT or when other factors give rise to a belief that the customer does not in fact pose a low risk

- **RISK PROFILING**:

| RISK | PARTICULARS |
|---|---|
| High Risk | Clients which are likely to pose a high risk to TSBPL, may be categorized as high risk.<br>-Clients who have defaulted in the past<br>-Clients who have a suspicious background<br>**-HNIs** whose identity and source of wealth are difficult to identify<br>-Politically exposed persons<br>-Clients of Special Category*<br>-Dormant Account<br>-NRI |
| Medium Risk | Clients which are likely to pose a medium risk to TSBPL may be categorized as medium risk. They can be the following:<br>-Where the client profile of the person opening the account is doubtful or dubious.<br>-Where the trading and settlement pattern of the client is suspicious<br>-Intraday clients or speculative client. |
| Low Risk | Clients who pose low or nil risk.<br>-They are corporate/HNIs who have a respectable social and financial standing.<br>-Clients who fulfill obligations on time. |

- **RISK ASSESSMENT:**

➢ Risk assessment to be carried out to identify, assess and take effective measures to mitigate money laundering and terrorist financing risk with respect to clients, countries or geographical areas, nature and volume of transactions, payment methods used by clients, etc.

➢ The risk assessment carried out shall consider all the relevant risk factors before determining the level of overall risk and the appropriate level and type of mitigation to be applied. The assessment shall be documented, updated regularly and made available to competent authorities and self-regulating bodies, as and when required.

➢ To identify and assess the ML/TF risks that may arise in relation to the development of new products and new business practices, including new delivery mechanisms, and the use of new or developing technologies for both new and existing products. To ensure:

❖ To undertake the ML/TF risk assessments prior to the launch or use of such products, practices, services, technologies; and

❖ Adoption of a risk-based approach to manage and mitigate the risks.

- The risk assessment shall also take into account any country specific information that is circulated by the Government of India and SEBI from time to time, as well as, the updated list of individuals and entities who are subjected to sanction measures as required under the various United Nations' Security Council Resolutions. These shall be accessed by the company at the URL

- http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml
  and
- http://www.un.org/sc/committees/1988/list.shtml

- **RECORD KEEPING REQUIREMENTS & RETENTION OF RECORDS**

Records pertaining to transactions of clients shall be maintained and preserved for a period of five years from the date of the transaction. Record of documents evidencing the identity of the clients and beneficial owners (e.g., copies or records of official identification documents like passports, identity cards, driving licenses or similar documents) as well as account files and business correspondence shall be maintained and preserved for a period of five years even after the business relationship with the client has ended or the account has been closed, whichever is later. Records shall be maintained as are sufficient to permit reconstruction of individual transactions (including the amounts and types of currencies involved, if any) so as to provide, if necessary, evidence for prosecution of criminal behavior or if there be any suspected drug related or other laundered money or terrorist property, the competent investigating authorities would need to trace through the audit trail for reconstructing a financial profile of the suspect account. To enable this reconstruction, the following information of the client shall be maintained in order to maintain a satisfactory audit trail:

**a.** the beneficial owner of the account;

**b.** the volume of the funds flowing through the account; and

**c.** for selected transactions:

i. the origin of the funds

ii. the form in which the funds were offered or withdrawn, e.g. cheques, demand drafts etc.

iii. the identity of the person undertaking the transaction;

iv. the destination of the funds;

v. the form of instruction and authority.

System is been maintained to record all such transaction as prescribed under rule 3 of the PML Rules as follows:

**a.** all cash transactions of the value of more than ten lakh rupees or its equivalent in foreign currency

**b.** all series of cash transactions integrally connected to each other which have been individually valued below rupees ten lakh or its equivalent in

foreign currency where such series of transactions have taken place within a month and the monthly aggregate exceeds an amount of ten lakh rupees or its equivalent in foreign currency;

c. all cash transactions where forged or counterfeit currency notes or bank notes have been used as genuine or where any forgery of a valuable security or a document has taken place facilitating the transactions;

d. all suspicious transactions whether or not made in cash and by way of as mentioned in the Rules

Record of information related to transactions, whether attempted or executed, which are reported to the Director, FIU-IND, as required under Rules 7 & 8 of the PML Rules, shall be maintained and preserved for a period of five years from the date of the transaction with the client.

In the case of transactions where any investigations by any authority has been commenced and in the case of transactions which have been the subject of suspicious transactions reporting all the records shall be maintained till the authority in forms of closure of the case.

- **INFORMATION TO BE MAINTAINED:**

Following information in respect of transactions referred to in Rule 3 of PML Rules shall be maintained:

a. the nature of the transactions;

b. the amount of the transaction and the currency in which it is denominated;

c. the date on which the transaction was conducted; and

d. the parties to the transaction.

- **MONITORING OF TRANSACTIONS:**

Special attention shall be paid to all complex unusually large transactions / patterns which appear to have no economic purpose. Internal threshold limits for each class of client accounts shall be defined and special attention shall be paid to transactions which exceeds these limits.

The background including all documents/office records /memorandums/clarifications sought pertaining to such transactions and purpose thereof shall also be examined carefully and findings shall be recorded in writing. Further such findings, records and related documents shall be made available to auditors and also to SEBI/Stock exchanges/FIUIND/ other relevant Authorities, during audit, inspection or as and when required. These records shall be preserved for a period of five years from the date of transaction with such client.

Record of the transactions in terms of Section 12 of the PMLA shall be preserved and those transactions of a suspicious nature or any other transactions notified

under Section 12 of the Act shall be reported to the Director, FIU-IND. Suspicious transactions shall be regularly reported to the Senior Management.

- **SUSPICIOUS TRANSACTION MONITORING AND REPORTING:**

All are requested to analyze and furnish details of suspicious transactions, whether or not made in cash. It should be ensured that there is no undue delay in analysis and arriving at a conclusion.

What is a Suspicious Transaction?

- Clients whose identity verification seems difficult or clients appear not to cooperate
- Substantial increase in activity without any apparent cause.
- Large number of accounts having common parameters such as common partners / directors / promoters / address / email address / telephone numbers / introducers or authorized signatories;
- Transactions with no apparent economic or business rationale
- Sudden activity in dormant accounts;
- Source of funds are doubtful or inconsistency in payment pattern;
- Unusual and large cash deposits made by an individual or business;
- Transfer of investment proceeds to apparently unrelated third parties;
- Multiple transactions of value just below the threshold limit of Rs.10 Lacs specified in PMLA so as to avoid possible reporting;
- Clients transferring large sums of money to or from overseas locations with instructions for payment in cash;
- Purchases made on own account transferred to a third party through off market transactions through DP Accounts;
- Suspicious off market transactions;
- Large deals at prices away from the market.
- Accounts used as 'pass through'. Where no transfer of ownership of securities or trading is occurring in the account and the account is being used only for funds transfers/layering purposes.
- All transactions involving receipts by non-profit organizations of value more than rupees ten lakhs, or its equivalent in foreign currency;
- Clients of high risk countries, including countries where existence and effectiveness of money laundering controls is suspect or which do not or insufficiently apply FATF standards, as 'Clients of Special Category'. Such clients should also be subject to appropriate counter measures. These measures may include a further enhanced scrutiny of transactions, enhanced relevant reporting mechanisms or systematic reporting of financial transactions, and applying enhanced due diligence while expanding business relationships with the identified country or persons in that country etc.

Irrespective of the amount of transaction and/or the threshold limit envisaged for predicate offences specified in part B of Schedule of PMLA, 2002, file STR if we have reasonable grounds to believe that the transactions involve proceeds of crime."

**What to Report?**

- Any suspicious transaction shall be immediately notified to the Money Laundering Control Officer, Compliance Officer, Principal Officer or any other designated officer.

- The notification may be done in the form of a detailed report with specific reference to the clients, transactions and the nature /reason of suspicion.
- The notification may be done in the form of a detailed report with specific reference to the clients, transactions and the nature /reason of suspicion.
- In exceptional circumstances, consent may not be given to continue to operate the account, and transactions may be suspended, in one or more jurisdictions concerned in the transaction, or other action taken.
- The Principal Officer/Money Laundering Control Officer and other appropriate compliance, risk management and related staff members shall have timely access to client identification data and CDD information, transaction records and other relevant information
- It is likely that in some cases transactions are abandoned or aborted by clients on being asked to give some details or to provide documents.
- It is clarified that intermediaries should report all such attempted transactions in STRs, even if not completed by clients, irrespective of the amount of the transaction.

- **LIST OF DESIGNATED INDIVIDUALS OR ENTITIES**

  An updated list of individuals and entities which are subject to various sanction measures such as freezing of assets/accounts, denial of financial services etc., as approved by the Security Council Committee established pursuant to various United Nations' Security Council Resolutions (UNSCRs) can be accessed at its website at

  - *https://press.un.org/en/content/press-release*
  - *http://www.un.org/sc/committees/1267/consolist.shtml.*
  - *www.un.org/securitycouncil/sanctions/1718/press-releases.*

  Precaution shall be taken to ensure that no account is opened whose name shall be appearing in such list.

  Periodic review of the existing account shall be conducted to ensure that no existing account are linked to any of the entity or individual included in the list.

Any resemblance found shall be reported to SEBI and FIU-IND.

- **PROCEDURE FOR FREEZING OF FUNDS, FINANCIAL ASSETS OR ECONOMIC RESOURCES OR RELATED SERVICES:**

❖ Section 51A of the Unlawful Activities (Prevention) Act, 1967 (UAPA), relating to the purpose of prevention of, and for coping with terrorist activities was brought into effect through UAPA Amendment Act, 2008. In this regard, the Central Government has issued an Order dated August 27, 2009 detailing the procedure for the implementation of Section 51A of the UAPA.

❖ Under the aforementioned Section, the Central Government is empowered to freeze, seize or attach funds and other financial assets or economic resources held by, on behalf of, or at the direction of the individuals or entities listed in the Schedule to the Order, or any other person engaged in or suspected to be engaged in terrorism. The Government is also further empowered to prohibit any individual or entity from making any funds, financial assets or economic resources or related services available for the benefit of the individuals or

entities listed in the Schedule to the Order or any other person engaged in or suspected to be engaged in terrorism.

- To ensure that no accounts are opened in the name of individuals/entities appearing in the lists of individuals and entities, suspected of having terrorist links, which are approved by and periodically circulated by the United Nations Security Council (UNSC).

- In order to ensure expeditious and effective implementation of the provisions of Section 51A of UAPA, Government of India has outlined a procedure through an order dated February 02, 2021 (Annexure 1) for strict compliance. These guidelines have been further amended vide a Gazette Notification dated June 08, 2021

- **Implementation of requests received from foreign countries under U.N. Securities Council Resolution 1373 of 2001**

i. U.N. Security Council Resolution 1373 obligates countries to freeze without delay the funds or other assets of persons who commit, or attempt to commit, terrorist acts or participate in or facilitate the commission of terrorist acts; of entities or controlled directly or indirectly by such persons; and of persons and entities acting on behalf of, or at the direction of such persons and entities, including funds or other assets derived or generated from property owned or controlled, directly or indirectly, by such persons and associated persons and entities.

ii. To give effect to the requests of foreign countries under U.N. Security Council Resolution 1373, the Ministry of External Affairs shall examine the requests made by the foreign countries and forward it electronically, with their comments, to the UAPA nodal officer for IS-I Division for freezing of funds or other assets.

iii. The UAPA nodal officer of IS-I Division of MHA, shall cause the request to be examined, within five working days so as to satisfy itself that on the basis of applicable legal principles, the requested designation is supported by reasonable grounds, or a reasonable basis, to suspect or believe that the proposed designee is a terrorist, one who finances terrorism or a terrorist organization, and upon his satisfaction, request would be electronically forwarded to the nodal officer in SEBI. The proposed designee, as mentioned above would be treated as designated individuals/entities.

iv. Upon receipt of the requests from the UAPA nodal officer of IS-I Division, the procedure as enumerated at paragraphs 15.3 above shall be followed.

- **REPORTING TO FIU:**

In terms of the PMLA rules, brokers and sub-brokers are required to report information relating to cash and suspicious transactions to the Director, Financial Intelligence Unit-India (FIU-IND) 6th Floor, Hotel Samarat, Chanakyapuri, New Delhi - 110021 as per the schedule given below:

| Report | Description | Due Date |
|---|---|---|
| CTR | All cash transactions of the value of more than Rs.10 Lakhs or its equivalent in foreign currency<br>All series of cash transactions integrally connected to each other which have been valued below Rs.10 Lakhs or its equivalent in foreign currency where such series of transactions have taken place within a month | 15th day of the succeeding Month |
| STR | All suspicious transactions whether or not being made in cash | Not later than seven days on satisfied that the transaction is suspicious |
| NTR | Non Profit Organization Transaction Report | 15th day of the succeeding Month |

The Principal Officer will be responsible for timely submission of CTR, STR and NTR to FIU-IND. Utmost confidentiality shall be maintained in filing of CTR, STR and NTR to FIU-IND. No nil reporting needs to be made to FIU-IND in case there are no cash/ suspicious/ non – profit organization transactions to be reported.

Irrespective of the amount of transaction and/or the threshold limit envisaged for predicate offences specified in the PMLA, 2002, an STR shall be filed, if there is reasonable grounds to believe that the transactions involves proceeds of crime.

- **PRINCIPAL OFFICER**

The company has designated the Principal Officer who shall be responsible for implementation and compliance of this policy shall include the following:

- Compliance of the provisions of the PMLA and AML Guidelines
- Monitoring the implementation of Anti Money Laundering (AML) and Combating Financing of Terrorism (CFT) Policy
- Reporting of Transactions and sharing of information as required under the law
- Ensuring submission of periodical reports to Top Management. The report shall mention if any suspicious transactions are being looked into by the respective business groups and if any reporting is to be made to the authorities.
- Ensure that ***Tradeswift Broking Private Limited*** discharges its legal obligation to report suspicious transactions to the concerned authorities.

## 2. DESIGNATED DIRECTOR

"Designated Director" means a person designated by the Board of Directors to ensure over all compliance with the obligations imposed under The Prevention of Money Laundering Act, 2002 and the Rules framed there under, as amended from

time to time, and include the Managing Director or a Whole-time Director duly authorized by the Board of Directors. The Company shall appoint a Designated Director and communicate the details of the Designated Director, such as, name, designation and address to the Office of the Director, FIU-IND and update the same whenever there is any change.

## 3. DETAILS OF DESIGNATED DIRECTOR & PRINCIPAL OFFICER

| **Name** | Mr. Sandeep Kumar Jain | Mr. Nishant Jain |
|---|---|---|
| **Designation** | Designated Director | Principal Officer/ Compliance officer |
| **Office Address** | 4th Floor, Baid House, 1 Tara Nagar, Ajmer Road, Jaipur | 4th Floor, Baid House, 1 Tara Nagar, Ajmer Road, Jaipur |
| **Telephone Numbe** | 0141- 4050505/ | 0141-4050505 |
| **Mobile Number** | 9828072000 / 9829156005 | 9829156005/9828072000 |
| **Email ID** | compliance@tradeswift.net / sandeep@tradeswift.net | compliance@tradeswift.net |

## 4. SYSTEM AND PROCEDURE FOR HIRING OF EMPLOYEES

i. The Department Heads shall be involved in hiring of new employees, shall adequately carry out the screening procedure in place to ensure high standards in hiring new employees.
ii. Bona fides of employees are checked to ensure that the employees do not have any link with terrorist or other anti-social organizations.
iii. Reference of candidate:- Candidate having reference would be called for the interview. In case of employee having applied through newspaper would be called for the interview after scrutinizing his/her bio-data.
iv. Background of the candidate:- Background of the employee should be clean & under no circumstances candidate who has left earlier employer due to dispute should be selected.
v. Third party verification of candidate:- If necessary third party verification should be done by making phone call.
vi. Experience: - Candidate should have to appear for the skilled test depending on the exposure.
vii. Candidate should be aware for PMLA 2002 guidelines. Proper training should be given if he/she is not aware.

## 5. EMPLOYEES TRAINING:

- Importance of PMLA Act & its requirement to employees through training.
- Ensuring that all the operating and management staff fully understands their responsibilities under PMLA for strict adherence to customer due diligence requirements from establishment of new accounts to transaction monitoring and reporting suspicious transactions to the FIU.
- Organizing suitable training programmes wherever required for new staff, front- line staff, supervisory staff, etc.

- Briefings to new employees at induction programs and rounds of small meetings and presentations at branch locations.
- Adequate training should be given to all the concerned employees to (a) ensure that the contents of the guidelines are understood and (b) develop awareness and vigilance to guard against money laundering and terrorist financing.
- As of now, AML policy will be covered during the induction training given to all new recruits and also during the on-going compliance sessions.

## 6. INVESTORS EDUCATION

As the implementation of AML/CFT measures being sensitive subject and requires us to demand and collect certain information from investors which may be of personal in nature or has hitherto never been called for, which information include documents evidencing source of funds/income tax returns/bank records etc. and can sometimes lead to raising of questions by the client with regard to the motive and purpose of collecting such information. There is, therefore, a need for us to sensitize the clients about these requirements, as the ones emanating from AML and CFT framework. We shall circulate the PMLA Circulars and other specific literature/pamphlets etc. so as to educate the client of the objectives of the AML/CFT program. The same shall also be emphasized on, in the Investor Awareness Programs conducted by us at frequent intervals of time. The importance of the same is also made known to them at the time of opening the Account.

***Note: This policy has been reviewed in terms of SEBI/HO/MIRSD/MIRSD-SEC-5/P/CIR/2023/022 February 03, 2023 & SEBI/HO/MIRSD/MIRSDSECFATF/P/CIR/2023/091 dated June 16, 2023 by Board of Directors of erstwhile Tradeswift Broking Private Limited during its meeting held on 07-Sept, 2023 and is being circulated to all concerned for compliance of the same.***

# PASSWORD POLICY

The Client is aware that TRADESWIFT Online Trading System clients them self can set the initial password at the time of opening account for that TRADESWIFT is aware of. The Client is aware that subsequent passwords are not known or available to TRADESWIFT.

The Client shall be responsible for keeping the Username and Password con denial and secure and shall be solely responsible for all orders entered and transactions done by any person whosoever through TRADESWIFT's Online Trading System using the Client's Username and/or Password whether such person was authorized to do so.

The Client shall immediately inform TRADESWIFT of any unauthorized use of the Client's Username or Password with full details of such unauthorized use including the date of such unauthorized use, the manner in which it was unauthorisedly used, the transactions effected pursuant to such unauthorized use, etc.

The Client acknowledges that he is fully aware of and understands the risks associated with availing of online trading services through internet including the risk of misuse and unauthorized use of his Username and/or Password by a third party and the risk of a person hacking into the Client's account on TRADESWIFT's Online Trading System and unauthorisedly routing orders on behalf of the Client through the System. The Client agrees that he shall be fully liable and responsible for any and all unauthorized use and misuse of his Password and/or Username and also for any and all acts done by any person through TRADESWIFT's Online Trading System on the Client's Username in any manner whatsoever.

Without prejudice to the provisions mentioned hereinabove, the Client shall immediately notify TRADESWIFT in writing with full details if he discovers or suspects unauthorized access through his Username, Password or Account, he notices discrepancies that might be attributable to unauthorized access, he forgets his password or he discovers a security flaw in Tradeswift's Online Trading System.

Applicable password policy:

1. The length of the password should be of min 8 characters.

2. The password shall be case sensitive and should contain at least one each of the following characters with no space
   Password is alphanumeric.

Must have at least one character.

Character could be Uppercase: A to Z or Lowercase: a to z

Must have at least one digit: 0 to 9

3. The new password must be different from the last password.

4. Password can’t contain a username or email id.

5. User account shall be locked for 30 mins after 3 invalid login attempts.

6. Users can log in to the Web/Mobile App with his UCC code and PAN provided while onboarding.

# INFORMATION SECURITY

**TRADESWIFT BROKING PVT LTD** systems are hosted at the 4th Floor, Baid House, 1-Tara Nagar, Ajmer Road, Jaipur-302006

At present we have a Production server and Backup server in place and both were synced together to get the data updated in the backup server on real-time. Also, the data is backed up through storage folder in a secure way, one copy of the backup on the same server itself, other copy in backup server & external media devices. Even we will take the backup of the SQL database on a daily basis and store it securely.

In the case of primary server failure then alternate communication will be carried from the secondary server and will continue the trading platform.

## RECOVERY PROCEDURES

Network failure: Our systems are hosted at the Baid house, 1-Tara Nagar, Ajmer Road, Jaipur-302006 with state of the art redundancy measures.

Every day we are taking a backup of database one copy in a database server itself and other copies are stored in backup server and external media device also for the need for restoration on need basis.

The Database is restored from these copies on failure.

If there is a problem with the database when we can restore the database from the backup node to the server immediately and even if that backup system has a problem we can restore the data from the external device.

System / hard disk failure: To avoid single points of failure we plan to run parallel servers which are running simultaneously thus adding redundancy, so that customer can be provided service with limited downtime delay.

## INVESTOR GRIEVANCES

Compliance Officer shall be the designated officer for handling the Investors Grievances and Client Complaints. The email ID you can write to in case you have any grievance is helpdesk@tradeswift.net

The resolution of the Complaint shall be done at the earliest and the same shall be recorded in the register along with the date of resolution.