

CONSORTIUM SECURITIES PVT. LTD.

POLICY FOR CLIENT CODE MODIFICATION

(Applicable for all exchange/segment)

- Punching errors in client codes while placing orders shall be modified in accordance to the procedure laid down by stock exchanges/SEBI and in following manner.
- A request for code modification shall be made by the branch/sub-broker/Authorized person to the corporate office of the Company immediately on noticing the mistake stating complete detail of such error and in brief the reason for such error.
- On receipt of code modification request the corporate office shall on a case to case basis allow modification after examining the reason stated by the branch office/sub-broker/authorized person. The code modification shall be approved by the head risk and surveillance after due consultation with the Compliance officer. In case of high value transaction code modification request shall also be approved by the any one of the director of the Company in addition to the compliance officer and head Risk and Surveillance. The high value transaction shall be determined in case the value of transaction is \geq Rs. 2.50 lakhs.
- The terminals located at branches/sub-brokers /Authorized persons are not permitted for client code modification.
- A daily MIS shall be generated and circulated to management stating the code modification carried out during the day with reason of modification and financial implication. These MIS reports shall be preserved with books of accounts of the company for future reference and control.
- The RMS department shall keep adequate checks and balances on the code modification request received, and shall scrutinize/analyze request with utmost care. In case of repetitive requests from a particular location the same shall be incorporated into the MIS report of the day with comment for taking corrective measures.
- Complete records of daily online trade modifications shall be maintained in soft form.