

Client Code Modification Policy

As a part of RMS policy and as per SEBI & Exchange circular, we have frame following guidelines for client code modification.

A. Online Client Code Modification.

Client Code Modification allowed to surveillance department at Head Office only from admin terminal, other all dealer terminals are not allowed to modification of client code. Surveillance department will only allow such modification with following condition.

1. Where original client code/name and modified client code/name are similar to each other but such modifications are not repetitive.
2. Where original client code and modified client code belong to a family. (Family means spouse, dependent parents, dependent children and HUF)
3. Genuine Punching error by dealer.
4. Client modification allowed only in case of error only.
5. Complete records of daily online trade modification shall be maintained.
6. At the end of the day surveillance department inform compliance officer & back office department through email.

B. Offline Client Code Modification.

Genuine punching errors in client code, if detected after the end of post closing sessions may be allowed to be modified subject to the verification of genuineness as narrated above.

1. For Cash Segment any such errors would be rectified after verifying genuineness.
2. For F&O segment, as far as possible, the errors would be rectified by reversal trade in next trading session and the rate difference shall be set off by passing a JV entry in the ledgers of affected clients.
3. Any such back office client code modification shall be carried out by in charges of back office processing or person so authorized by him under permission from any of the director.
4. Concerned dealer/sub-broker shall enter the required details and sign in the format for code modification which shall be approved by counter signature of any of the directors.
5. Complete records of daily offline trade modification shall be maintained.

To avoid such error or mistake, dealers are confirmed such details twice if there are any similarity of codes, scrips, quantity, rates before placing such type of order.

By Order of Management
For A. S. Stock Broking & Mgt. Pvt. Ltd.

Director.