



## **POLICY ON ALLOTMENT/ SURRENDER OF TRADING TERMINAL, OPENING & CLOSING OF BRANCHES**

### **Allotment / Surrender of Trading Terminals:**

The trading terminals are provided to the dealer/s that is/are appointed by the Company and authorized persons only. The Exchange compliance requirements regarding allotment of terminals is strictly adhered to while allotment of terminals. In case of any closure of Branch/ AP, the entire user IDs allotted to that location are surrendered.

### **Opening of Branches/AP:**

While opening a branch/ registration of an AP, account opening documents are submitted to the AP Cell, HO at first. After verification of all the documents, back office code was generated and cheque in relation to registration fee is sent to Bank for clearing. Thereafter, AP branch code is created in the back office software and an agreement is entered into with the AP. All the documents are uploaded on the Exchange as well as the documents are sent to the AP. If the Exchange approves, hard copy of the agreement, welcome letter, flex, visiting cards are sent to the AP.

### **Closing of Branches/ AP:**

Branch/ AP closing either initiated at branch/AP level if the branch manager/ AP shows his interest to discontinue or initiated by Head Office if the performance of the branch/AP is not acceptable to the company. While closing the branch/ AP, branch/ AP and clients are informed about the closure of branch/ AP. At the time of registration of a client, the client is mapped both at AP and HO level. Therefore, while a branch/ AP surrenders their terminal, the client mapped to that branch/AP, transfer to the HO by default. An intimation is sent to the Exchange after closing all the client codes. Closing confirmation mail is sent to the branch/AP after receiving confirmation from the exchange and final cheque and ledger is couriered.

**For Anjaney Stock Broking Ltd.**

A handwritten signature in black ink, appearing to read 'Rajiv Kumar', is written over the printed name of the Compliance Officer.

**Compliance Officer**