

SAROJ SECURITIES

309 KAN CHAMBER ,14/113 CIVIL LINES , KANPUR – 208 001

Member :The National Stock Exchange of India Ltd .

SEBI Regn No :INZ 000224427

Policy on Order Receipt

- 1.While trading of Client for first time, we ensure verification of KYC registration of the client in segments with UCI (<https://www.memberPortal/UCI/>) so that no trading takes place without KYC Registration in the corresponding Segment.
- 2.We ensure verification of trading limits and margin availability of client before submission of order
3. In case of trading in wrong client code in Capital Market Segment / F & O Segment , follow the Client code change/rectification policy of Saroj Securities .
- 4.Orders are received either on phone or in person. They should be punched in to the systems carefully as instructed by the client. In case of client trading by telephone, if there is any doubt, dealers are instructed to reconfirm by calling the client at the registered contact numbers .If any person other than the client wishes to place order on behalf of client ,the dealer is required to check and confirm whether the person has been authorized by client in writing to place orders on behalf of Client.
5. We follow the practice of recording the customers calls to avoid any dispute in case of error in placing of order by customer or dealer of Saroj Securities .After closing of trading hours , we have a practice of trade confirmation by telephone , sms , online data up-dation in back office, email .As per latest rules of SEBI , the exchange has also started sending email and SMS to customers for trade confirmation .
- 6.The compliance officer continuously monitor for ensuring the Pay In/ pay Out of funds /securities in time as stipulated by NSE/SEBI except for cases where client has consented in writing for running account authorization of fund/securities . In case of delay in PAY in the purchases of Clients should not be transferred to clients demat account to avoid any default. Client should be contacted and persuaded to clear his Obligation.

Execution of Orders

All the branches and clients are informed that, in compliance of NSE circular no 79 & 80, both dated 23.10.2012, following limits have been set regarding execution of orders.

SAROJ SECURITIES

309 KAN CHAMBER ,14/113 CIVIL LINES , KANPUR – 208 001

Member :The National Stock Exchange of India Ltd .

SEBI Regn No :INZ 000224427

For Capital Market Segment

Quantity limit for each order	15000
Value Limit for each order	Rs. 10.00 lakh
User Value Limit for each user ID	300. Lakh
Branch Value Limit for each Branch ID	300.Lakh

For F & O Segment

Quantity limit for each order	80001
Value Limit for each order	Rs. 250.00 lakh
User Value Limit for each user ID	500. Lakh
Branch Value Limit for each Branch ID	30,000 order quantity and 100.Lakh order value

However, on the request of Branches, Sub Brokers and clients, limits may be enhanced.

6. Saroj securities may from time to time impose and vary limits on the orders that the client can place through the stock broker's trading system (including exposure limits, turnover limits, limits as to the number, value and/or kind of securities in respect of which orders can be placed etc ,which may vary from client to client). We shall not be held 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, as it has already been informed to all clients through mandatory policy & procedures

7.The Saroj Securities may at any time, at its sole discretion and without prior notice, prohibit or restrict the client's ability to place orders or trade in securities or it may put any order placed by the client subject to a review before its entry into the trading systems. It also may refuse to execute/allow execution of orders due to the reason of lack of margin/securities or the order being outside the limits set by the Stock Broker/Exchange/SEBI and any other reasons which the stock broker may deem appropriate in the circumstances. The losses, if any on account of such refusal or due to delay caused by such review, shall be borne exclusively by the client alone

8. Trading team of Saroj Securities shall exercise due diligence with regard to placement of orders in continuation to NSE Circular No. NSE/INVG/39647 dated December 13, 2018, NSE Circular No. NSE/INVG/40175 dated February 07, 2019 and NSE Circular No. NSE/INVG/43144 dated January 07, 2020. It is to be noted that the Exchange shall levy a penalty of a minimum of 15%

SAROJ SECURITIES

309 KAN CHAMBER ,14/113 CIVIL LINES , KANPUR – 208 001

Member :The National Stock Exchange of India Ltd .

SEBI Regn No :INZ 000224427

upto a maximum of 100% of profit earned / loss incurred on the trading members for both profit and loss making abnormal / non-genuine transactions after following the due process & providing necessary opportunity to the trading member for clarification in the matter. Additionally, the Exchange may also consider taking appropriate disciplinary actions against the member concerned for such Abnormal/ Non-Genuine trades as per the Rules, Bye-laws and Regulations of the Exchange. Further it is clarified that as per NSE circular no NSE/INVG/5911 dated March 10, 2005, members are advised to put in place appropriate internal systems and procedures at their end for checking such orders / transactions before transmitting to the trading system of the Exchange. The trading members are advised to put in place requisite systems to monitor such Abnormal / Non-Genuine transactions. Guidance note for the same has already been issued vide NSE Circular No. NSE/INVG/40175 dated February 07, 2019.

Updated on 01.04.2021