INDIRA SECURITIES PVT LTD

Documented Risk Management System :

1) Customer Registration & KYC norms are strictly followed.
2) New clients shall be registered only after following proper due diligence process preferably after obtaining the introduction
3) Proper documents are obtained in respect of proof of identity & address.
4) No Trading account will be opened unless the copy of the PAN Card as verified with original has been submitted & cross-tallied with Income Tax Site.
5) No Trading account will be opened unless the copy of the Aadhaar Number as verified with original has been submitted & cross-tallied as per applicable norms.
6) The clients details shall be regularly updated & monitored in particular HNI, s & Corporate clients
7) The client shall be properly mapped under a particular Terminal then only the trade for the client will be done.
8) The client shall be allowed exposure limit as per its capital or balance/ deposit in his account and as per the policy of the company.
9) At the end of the day trading the client shall be asked to deposit his margin/ payin amount.
10) If the client does not pay margin/ payin obligation he should be warned & his trading limit shall be set as nil. If required the open position of the client should be closed out looking to the market condition & client background under intimation to the director wherever necessary.
11) At the close of the market all the trades done by clients confirmed to him.
12) All the clients are intimated during/ at the close of the trading time regarding the trades done by him. If the client refuses to accept the trade the sauda shall be reverted at the current market price if possible or the client code shall be suitably modified for the correct client or taken to ERROR a/c within the time allowed by the relevant exchange. However any trade shall be modified only after checking the cause of the same as per the SEBI/ Exchange norms & proper record shall be maintained.
13) Contract Notes / Bills shall be issued in the evening on the trade day itself.
14) Payin/payout shall be made with the clients only.
15) Payment shall be accepted from the clients of the Bank designated by the client.
16) Payment shall be made to the clients against his designated bank account only.
17) Statements of funds & Securities shall be directly sent to the client as per the relevant exchange regulations & confirmation shall be obtained.
18) Settlement of funds and securities shall be done as per applicable norms and clients instruction.
19) Billing is automatically done through the Back office software after reconciling the data with CC.
20) The complaint received from client shall be given highest priority. If the complaint is not resolved within reasonable time the same shall be intimated to and reviewed by a senior officer / director.
21) The clients defaulting in making the payments shall be referred to the separate department, which will take the necessary actions as per the circumstance of the case.
22) Separate filing department is maintaining all the records of the client facilitating fast retrieval of data.