



CLIENT CODE MODIFICATION AND ERROR CODE POLICY

Client Code Modification is a massive problem of the organization. The main objective of the company to framed a policy for modification of client code for post trade execution and takes the report on such modification of client codes. Further educate the dealers and create awareness among them about this policy.

- **Brief criteria about Client code Modification**

Client code modification means modification of client code after the execution of trade. The stock exchange provides a facility to modify the client code to rectify an error. Further only the genuine errors will be modify and after being transferred to 'Error Account'. The modification should be done within the Stock Exchange guidelines. The modification of client code is to be done only in exceptional cases and not in routine case.

- **Details about Genuine error**

The following trades shall be modify/ allowed to be modify, shall be treated as genuine error and transferred to Error Account.

- I. Punching error / typing error of client codes due to any genuine error or mistake in order entry, while punching the order, by any of dealer.
- II. Trade entered for wrong client due to any miscommunication from the client /authorized representative of the client.
- III. Client code/name and modified client code/name are similar to each other but such Modifications are not repetitive.
- IV. Family Code (spouse, dependent parents, dependent children and HUF)
- V. Institutional trades modified to broker error/pro account.

- **The Board and Management Directives**

The Board and Management have approved under mention policy in this regard and instruct all the office bearers to follow it strictly.

- I. Dealers are advised to hear patiently the client code /scrip name and reconfirm the same to their best possible efforts before placing order into the system.
- II. Department head/ compliance officer are advice to analyses the mistake and to take /implement corrective measures to their best possible efforts to minimize.



- **Reporting System**

- Client code modification issues should be reported to Director and can be done only after getting approval.
- The company review every day the Error Account file send by the Exchange.
- A separate register to be maintained by the company for above purpose where full details will be recorded.

- **Reference to the Circular**

- SEBI – Circulars No. – CIR/DNPD/6/2011 dated January 01, 2011
Circulars No. – CIR/DNPD/01/2011 dated July 05, 2011
- NSE – Circular No. - NSE/INVG/2011/596 dated February 17, 2011
Circular No.- NSE/INVG/2011/18484 dated July 29, 2011
Circular No. - NSE /INVG/2011/870 dated August 26, 2011.