

## MARGIN COLLECTION & REPORTING PROCEDURE

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### Collection:

- For new clients, advance margin shall be collected in any form (funds/ security/ Bank Guarantee/other) before allowing trading for the client.
- No leverage or accommodation will be given to new clients from any level of the staff to new clients.
- Client's financial balance and shares/securities lying with us shall be considered as margin for next day trading.
- If the client wishes to take position beyond their available margin limit and they make request for the same, it may be considered and allowed on the discretion of the Company and may vary from client to client. Such allowance would depend on regular trading activity, trading volume, revenue generation, credibility and most importantly payment history.
- Before allowing positions beyond available limit of margin, the client must ensure fulfillment for shortfall of margin by end of the day and also give details of fulfilling shortfall of margin. It is also noted that only cash or approved shares will be acceptable as margin in this scenario.
- If the client wishes to provide shares against margin requirement then the client must transfer shares immediately and the Customer Delight Desk. This department shall (after proper reporting to BSE/NSE) thereafter coordinate with the respective department for allowance of limits.
- If the client wishes to provide cash margin (only cheque mode) they must furnish details of payment including amount, cheque no., bank name and account no. so as to avail taking positions beyond available margin limit which will be done only after approval from the accounts department.
- Trading, Risk and Surveillance Departments shall inform the customer delight department as well as the accounts department about shortfall of margin and mode of fulfillment of shortfall as promised by the client at the time of enhancement of exposure limit.

### Reporting:

- Accounts department shall prepare the margin report file (MG13).
- Before preparing the report file, the department shall ensure payment against shortfall.
- If the client fulfills the shortfall through shares/securities then the accounts department (on confirmation of transfer) shall prepare the report file.
- The margin report file shall be forwarded to the authorized person for approval before uploading on FTP.
- In case of short reporting, penalty shall be levied to the client through the client account. Supporting documents for shortfall in margin penalty along with statement of accounts shall be sent to the clients.