

SIDDHARTHA CAPITAL MARKET LTD

Client Code Modification and error Code Policy

Objective

The main objective of the policy for modification of client code is to educate the dealers and create awareness among them about this policy.

Meaning and Scope

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 modified and will be 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.

Guidelines for Modification

The following trades can be modified and shall be treated as genuine error and transferred to Error Account.

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

Policy Directives

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

1. To eliminate errors, client code mapping will be done for all trading terminals.
2. To create a separate error account as per the exchange circular.
3. To maintain Client Code Modification records with immediate effect for recording the errors.
4. To review periodically list of inactive clients and update in front end terminals
5. Dealers are advised to identify the client code /scrip name and reconfirm the same to the best of their abilities before placing order into the system.
6. Designated Director(s) / compliance officer is advised to analyses the errors and to take corrective measures to prevent recurrence.
7. Compliance officer is advised to update the report to the Board / management on the implementation of the said policy periodically.

Reporting System

Client code modification issues should be reported to the Compliance Officer and can be done only after getting approval after knowing it's genuinely as per exchange directives.

Any client code modification shall be subjected to this policy

The Error Account shall be monitored everyday by the Compliance Officer

Records to be maintained of all Client Code Modifications.