



POLICY

FOR

Employee & Relatives Trading

Muni Broking House Limited
(Stock Broking Services)

Muni Broking House Limited
Kolkata – 700 017

Employee & Relatives Trading Guidelines

This policy is applicable to all employees of Muni Broking House Limited.

- Only the Directors of Muni Broking House Limited are allowed to trade in their personal account in the trading platform of the company.
- No other employee or their dependent relatives shall be permitted to trade in their personal account in the trading platform of the company.
- Employee needs to declare in the prescribed format the Trading account which he/she holds with other brokers (if any). It is advised to submit a copy of Client Master along with the copy of PAN card for verification.
- Employee should also disclose in the prescribed format all the trading accounts with other brokers which belong to his/her dependent relatives (if any).
- The hard copy of the declaration by the employee, if applicable should be sent to Compliance Department.
- A summary of trades done by employees in their account with outside broker should be disclosed to Compliance department on monthly basis.