



**GUIDELINES**

**FOR**

**EMPLOYEES TRAINING**

**Muni Broking House Limited**  
***(Stock Broking Services)***

**Muni Broking House Limited**  
**Kolkata – 700 017**

**EMPLOYEES' TRAINING**

The Company shall have on regular intervals an ongoing employee-training programme so that the members of the staff are adequately trained in AML and CFT procedures.

Training requirements shall have specific focuses for frontline staff, back office staff, compliance staff, risk management staff and staff dealing with new clients. It is crucial that all those concerned fully understand the rationale behind these directives, obligations and requirements, implement them consistently and are sensitive to the risks of their systems being misused by unscrupulous elements.

The Dealing Officers should keep themselves updated and continuously upgrade themselves with the above mentioned policies and procedure and ensure that the higher management and all the sub-ordinates are made aware about the aforesaid guidelines.