



## **MATA SECURITIES INDIA PVT. LTD.**

### **RISK MANAGEMENT POLICY**

#### **INTRODUCTION:**

This is a policy document for guiding the operations of the organization. This Document is for internal use and not for circulation.

#### **CLIENT REGISTRATION:**

This is the first stage of contact with the client. It is very important to take adequate details from the clients to maintain a record of the details of the clients.

1. Company registers clients by obtaining the Client Registration Form which is the foremost requirement of exchange. In this form the basic details of the clients are obtained i.e.
  - a. Name of client: Which is used to identify the client.
  - b. Residential Address is taken with the address proof which are the document specified by exchange i.e. Ration Card, Pass Port, Voters ID or Driving License.
  - c. Also taking photo identity proof of Passport, Voter Ids, Driving License Copy.
  - d. Photograph of client in case of Individual.
  - e. For Corporate client Board Resolution, Memorandum of association & article of association of company, Share holding pattern, Details of Authorised Persons and Directors.
  - f. Pan card of all Clients.  
  
All these document form part of KYC Norms, which is, will be taken from all the clients
  - g. Bank Details of the client along with the proof of the same i.e. Xerox of the bank pass book Or CancelledCheque so that company can



keep track of the third party payment i.e. amount paid through other persons account.

- h. DP accounts details for pay in and pay out of securities of the trades to be done by the client. Proof of the DP Account holder name will be taken. This is also for not third party delivery of the security i.e. security of client given to other persons or taking delivery of other persons.

**CLIENT BROKER AGREEMENT:**

Client broker agreement is executed at the time of client registration. It is as per the format prescribed by the exchange. This will cover all the responsibilities, Rights & Liabilities of client & member.

**RISK DISCLOSURE DOCUMENT:**

Trading in the securities market involves risks of various nature. Clients need to be educated and informed about the risks involved and the company as a policy will issue the RDD to all its clients and obtain a signature on the copy.

**BANK ACCOUNTS:**

Client Bank Account will be used only for the purpose of receiving and paying funds from the clients. For the payments of expenses the business account will be used. Fund Transfers between all the bank accounts will be allowed as per requirements.

**RECEIPT FROM & PAYMENTS TO THE CLIENTS:**

The cheques from the clients will only be accepted from the accounts for which the client has submitted the proof to the company. In case of any receipt from the accounts for which the proof is not available the same will be demanded from the clients. Third party cheques will only be accepted from the parties related to the clients after taking due authorisation from both the client and the person making payment.

Payments for the payouts will only be made to the clients and not to any third party.

**DEMAT ACCOUNTS:**

The company will maintain client's securities in a designated account called the Client Beneficiary Account. The securities of the company will be kept in a separate demat account termed as Own Beneficiary Account. The clients and own securities will not be mixed with each other.

**RECEIPT AND DELIVERY OF SHARES:**

The shares from the clients will only be accepted from the accounts for which the client has submitted the demat proof to the company. In case of any receipt from the accounts for which the proof is not available the same will be demanded from the clients. Third party delivery will only be accepted from the parties related to the clients after taking due authorization from both the client and the person making payment.

Delivery for the payouts will only be made to the clients and not to any third party.

**CONTRACT NOTES:**

Company will issue contract notes to its clients on the next working day from the day of trade takes place.

**STATEMENT OF ACCOUNTS:**

The statement of accounts will be sent to the clients on a quarterly basis within one month of the end of the relevant quarter, as it will help avoid discrepancies in future.

**EXPOSURE TO THE CLIENTS:**



The company will allow exposure to the clients keeping in mind the payment capacity of the client. As all the clients are known to the dealers the dealers will decide whether to allow the exposure and if allowed then to what extent.

**MARGIN COLLECTION:**

In case of Capital Market segment the margin will normally not be levied under normal circumstances but the company may collect the Margins depending on the Market Scenario and Client Profile.

In case of F&O the Company will collect the SPAN margin from the clients and if need be the company may collect additional margins for the safety depending on the Market Scenario and Client Profile.