Indo Thai Securities Limited

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POLICY ON CLIENT CODE MODIFICATIONS

- The modification to the client code is to be done only in exceptional cases and not as a routine one.

- The reason for modification has to be ascertained and analyzed and genuineness is to be established and also it's impact on the clients should be studied before the modification. If voice recording is available, the same should be studied.

- Normally as a principle, other than for punching errors, no modification to the client codes be allowed.

- Therefore it is imperative that the issue should be reported to the senior level Manager/Director and only with his approval, the modification should be carried after being satisfied that it is genuine, the same is required to be done to protect the interests of the client.

- Hence the facility to modify the client codes should be available only at the Corporate Manager level and should not be given to the branches/franchise/sub-brokers.

- If necessary, erroneous trade should be shifted to error code account of the company i.e.**"Indo Thai Securities Ltd.-Error A/c."** and subsequently liquidated/closed out in the market and should not be shifted to some other client account.

- Training program should be conducted to all the Dealers and they should be explained how code modifications can be misused and what steps should be taken to avoid the same. It also should be explained that code modifications should not be encouraged to the clients except for cases like 'punching errors'/'typing errors'.

- The records is to be maintained for recording all the code modifications with details like error code, correct code, scrip name quantity, client name, the name of the dealer who punched the code, the explanation of the dealer/Branch Manager, the 'analysis /study' of the authorised Manager and his approval/disapproval for modification.

- Finally the decision of the authorised Manager should be ratified later by the Director.

Note : This policy is approved by Board in their Meeting held on 9th November 2012