



Wealthstreet

The Financial Engineers

Policy for Allotment/Surrender of Trading Terminals, Opening & Closing of Branches/Authorized Persons (AP)

Allotment and Surrender of Trading Terminals

1. Eligibility for Terminal Allotment:

Trading terminals are provided to dealers and authorized persons (APs) who have been duly appointed by the Company. Only those dealers and APs who meet the compliance requirements established by the Exchange are authorized to be allotted trading terminals.

2. Exchange Compliance:

The allotment of terminals is carried out in strict compliance with the Exchange's regulatory and operational guidelines. These guidelines ensure that only authorized individuals or entities receive terminal access.

3. Surrender of Terminals:

If a Branch or AP is closed, all user IDs and terminals associated with that location must be immediately surrendered. This includes deactivating or reassigning any system access or trading rights tied to the terminal of the closed Branch or AP.

Opening of Branches and Authorized Persons (AP)

1. Branch/AP Registration Process:

The process for opening a new Branch or registering an AP begins with the submission of the account opening documents to the AP Cell at the Head Office (HO). Upon receiving these documents:

- The documents are verified for completeness and accuracy.
- A back-office code is generated for the new Branch or AP.
- A cheque related to the registration fee is issued and sent to the bank for clearing.

2. Creation of Branch/AP Code:

After the registration fee has been cleared, the AP or Branch code is created in the back-office software system. This enables the new Branch/AP to operate within the company's systems.

3. Agreement and Documentation:

A formal agreement is signed between the Company and the AP, ensuring that all the responsibilities, rights, and obligations are clearly outlined. All the required documents are uploaded onto the Exchange system, and physical copies of the agreement, welcome letter, promotional flex materials, and visiting cards are sent to the AP.

Wealthstreet Financial Services Private Limited

Formerly Known as Wealthstreet Advisors Private Limited

CIN: U74999GJ2016PTC094432

Regd. Off : A-1101, Mondeal Heights, 11th Floor, Besides Wide Angle, S.G Highway, Ahmedabad-380015

P : +91 79 66775500 • **E :** info@wealthstreet.in • **W :** www.wealthstreet.in

4. Exchange Approval:

The registration and documentation are submitted to the Exchange for approval. Once the Exchange grants approval, the AP or Branch can commence operations.

Closing of Branches/Authorized Persons (AP)

1. Initiation of Closure:

A Branch or AP closure may be initiated in two ways:

- At the Branch/AP level, if the Branch Manager or AP decides to discontinue operations.
- At the Company's Head Office level, if the performance of the Branch/AP is deemed unsatisfactory or non-compliant with the Company's standards.

2. Notifying the Closure:

Once the decision to close a Branch or AP is made, both the Branch/AP and all associated clients are informed about the closure. This notification includes information on the transfer of client accounts and operational details.

3. Client Account Transfers:

Upon the closure of a Branch/AP, all client accounts previously linked to that Branch/AP are transferred to the Head Office by default. This ensures continuity of service and regulatory compliance.

4. Exchange Notification:

The Company is required to inform the Exchange once all client accounts have been transferred and all associated positions have been properly handled.

5. Final Documentation and Closure Confirmation:

Once all operational procedures have been completed and client accounts have been transferred, the closure is finalized:

- A confirmation mail is sent to the Branch/AP after receiving confirmation from the Exchange.
 - The final cheque and ledger details are couriered to the closing Branch/AP.
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Summary:

This policy ensures the proper procedure is followed for the **allotment** and **surrender** of trading terminals, as well as the **opening** and **closing** of branches/APs. Compliance with Exchange regulations and maintaining transparent communication with both Branches/APs and clients is essential for ensuring smooth operations. Additionally, maintaining accurate and timely records of all client transfers during closures is a key part of this policy.

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