



Wealthstreet

The Financial Engineers

Policy for Branches or Authorized Persons (AP) Inspections

Inspection of Branches and Authorized Persons (AP)

1. Periodic Inspections by Head Office (HO) and Internal Auditor:

Branches and Authorized Persons (APs) are subject to regular inspections conducted by the Head Office (HO) and the Company's Internal Auditor. The inspections aim to ensure compliance with all internal policies, regulatory requirements, and best practices.

2. Monitoring Process:

Branches and APs are monitored through both **remote phone checks** and **personal visits** from HO officials. These monitoring checks are carried out at regular intervals to assess the functioning of the Branch/AP and ensure adherence to Company policies and legal obligations.

Key Compliance Areas Monitored During Inspections:

The following key compliance points are strictly monitored during inspections:

1. No Cash Dealings with Clients:

Inspections ensure that there are no cash transactions with clients, in line with the regulatory guidelines that prohibit cash dealings in securities trading. All transactions must be documented and follow the established financial protocols.

2. Issuance of Contract Notes/Confirmations:

The HO issues all contract notes and confirmations. Branches/APs are prohibited from issuing these documents to clients. This ensures that all trade confirmations follow a standardized process, maintaining consistency and compliance.

3. Acceptance of Commission, Brokerage, or Fees:

Branches/APs must not accept commission, brokerage, or any other fees directly from clients. All financial transactions, including fees and commissions, are to be handled through official channels and in accordance with Company policy.

4. Prohibition of Unauthorized Fund Transfers:

There must be no unauthorized transfers of funds between client accounts or from client accounts to the accounts of associates or other clients. All fund transfers should be properly documented and authorized as per regulatory requirements.

5. No Personal Trades in Client Accounts:

The inspection ensures that no personal trades of associates are executed in clients' accounts. Personal trading in client accounts under any circumstances is strictly prohibited, and inspections are designed to detect such irregularities.

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

6. Maintenance of Records/Registers:

Branches and APs are required to maintain proper records and registers as per regulatory guidelines. Inspections verify whether these records are accurate, complete, and up to date, ensuring transparency and accountability.

Actions on Irregularities:

If any irregularities are identified during the inspection, the following actions are taken:

1. Notification and Guidance:

The Branch or AP is immediately informed of any findings during the inspection. Detailed guidance is provided to rectify the irregularities and align operations with Company policies and regulatory standards.

2. Remedial Actions:

If required, corrective actions are taken by the Branch/AP to eliminate the irregularities. This may involve additional training, process improvements, or policy updates to ensure compliance.

Support and Queries:

If any Branch or AP has questions or requires assistance with compliance-related matters, they are encouraged to reach out to:

- **Customer Care Relation Team**
- **Compliance Department**

Both teams are available to provide ongoing support and address any concerns raised by Branches/APs regarding the inspection process or other regulatory matters.

Summary:

This policy outlines the procedure for inspecting Branches and Authorized Persons (APs) to ensure compliance with regulatory and internal requirements. Regular monitoring and inspections are conducted to ensure that all operations are transparent, lawful, and aligned with the Company's policies. Any irregularities identified are promptly addressed, with proper corrective measures implemented.