



Wealthstreet

The Financial Engineers

Policy on Sending Contract Notes, Margin Statements, and Statement of Accounts to Clients

1. Document Delivery Method

At **Wealthstreet Financial Services Private Limited**, we ensure the secure and efficient electronic delivery of **Contract Notes**, **Margin Statements**, and **Statement of Accounts** to clients' registered email addresses. This process is managed entirely in-house, and we do not outsource this service.

- **Client Notification Requirement:** Clients must promptly inform **Wealthstreet Financial Services** of any changes to their registered email address to ensure the uninterrupted delivery of documents. Failure to update the email address may result in missed or delayed communication.
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2. Document Dispatch Intervals

The following document dispatch schedules are strictly followed:

- **Contract Notes:** Sent within **24 hours** of the trade being executed.
 - **Margin Statements:** Sent within **24 hours** of the trade being executed.
 - **Statement of Accounts:** Sent on a **Weekly** basis.
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3. Compliance with Digital Security Standards

All documents sent electronically will comply with the **Information Technology Act, 2000** and meet the following requirements to ensure the security and authenticity of the information:

- **Digital Signature:** All documents will be **digitally signed**, ensuring authenticity, legal recognition, and data integrity.
 - **Encryption:** Documents will be **encrypted** to protect client data and prevent unauthorized access.
 - **Tamper-Proof:** The documents will be **non-tamperable**, ensuring their integrity remains intact throughout transmission.
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4. Proof of Delivery

Wealthstreet Financial Services ensures that all documents are successfully delivered. The following protocols apply:

- **Successful Delivery:** The absence of a **bounce-back** notification from the email server will be considered as proof of successful delivery to the client's registered email.

Wealthstreet Financial Services Private Limited

Formerly Known as Wealthstreet Advisors Private Limited

CIN: U74999GJ2016PTC094432

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- **Log Reports:** We maintain detailed **log reports** that track all sent documents. These reports include the status of document delivery and indicate any failures, such as bounced emails. In case of delivery failure, we will immediately resend the documents to the client.
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5. Resending Documents Upon Client Request

If a client reports that they did not receive a document, we will promptly resend the requested **Contract Note, Margin Statement, or Statement of Accounts** via email to the client.

6. Amendments Due to Regulatory Changes

Any changes introduced by **commodity exchanges** (in terms of **Rules, Bye-laws, or Business Rules**) will automatically be incorporated into this policy. These modifications will adjust the rights and obligations of the parties mentioned in this document.

7. Client Responsibility

It is the responsibility of **Wealthstreet Financial Services Private Limited** to ensure the timely and accurate delivery of documents. In turn, clients must:

- Adhere to the **trading and settlement cycles** communicated by us.
 - Follow any **changes in schedules, delivery, or payment procedures** set by the relevant exchange where the trade is executed.
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8. Client Communication and Support

Clients who encounter any issues or wish to make inquiries regarding document delivery are encouraged to contact our **Customer Support** team. We are committed to addressing any concerns and ensuring client satisfaction in a timely manner.

Conclusion

At **Wealthstreet Financial Services Private Limited**, we prioritize the secure, transparent, and timely delivery of essential trading documents. Our commitment to compliance with digital security standards ensures the protection of client data, and we work to maintain the highest standards of service.

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