

# MERFIN SHARES AND STOCK BROKING P. LTD.

B-101, Bhaveshwar Plaza, L.B.S. Marg, Ghatkopar (W), Mumbai - 400 086.

Tel. No. : 022-2500 3589  
Tele. Fax. No. : 022-2500 5046.

## Policy/ procedure for Trade modification

### Trade modification process

#### BSE

1. BOLT Admin terminal has option to grant / deny code modification right to particular dealer.
2. For HO, anyone wishing to carry out such modification needs to ask for granting right to Senior Manager, Mr. Mayur N.Solanki with explanation / reasoning. On satisfactory explanation Mr. Mayur N.Solanki grants right and after such modification he revoke the right.
3. The Exchange provides detailed Report for all trade modification done during the day at the end of the day (EOD). Mr. Mayur N.Solanki does a review of the file to monitor frequency / pattern of trade change/s by HO & Branches.

### Important Circular- for information & necessary action

To, **All Manager & other employees at**

[a] Main office at B-103, Bhaveshwar Plaza - Ms. Mayur Solanki ( Dealer) , Ms. Mayur Solanki (Accounts) – Miss . Vijaya Gholap (DP Division) & all other employees

[b] Mr.Mayur Solanki – Principal Officer (PMLA) MR. Mayur Solanki (compliance officer –BSE & CDSL )

[c] All sub brokers / remissiers /Any one Associated with such intermediaries working from the office premises the company .

[f] Mrs.Falguni Lotia – Director - Mr.Mayur Solanki – Director-

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Sub : Unauthenticated news circulated by SEBI Registered Market intermediaries through modes of communication – SEBI Circular dated 23 march 2011 & Addendum dated 24 march 2011

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We have received Noticed from BSE forwarding the above mentioned two noticed from SEBI copies of which are attached herewith . it also available on SEBI website at [www.sebi.gov.in](http://www.sebi.gov.in) under the category 'Legal Frame Work'

These SEBI Notice are self explanatory &all concerned have to ensure that there is complete compliance with what is stated in these Notice.



In case you have any doubt or matter is not clear please contact Mr.Mayur Solanki(compliance officer for BSE & CDSL ) Mr. Mayur Solanki (Director)

Please confirm on copy of this circular that you have understood the contents &will ensure to comply with the same.

In case you require any further information / clarification please let us know.

Thanking you,

*Mayur*



Dated: 1<sup>st</sup> April 2011

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## INTERNAL CODE OF CONDUCT & CONTROLS – UNAUTHENTICATED NEWS

Unauthenticated news circulated by SEBI Registered market intermediaries through modes of communication- SEBI circular dated 23<sup>rd</sup> march 2011 & Addendum dated 24<sup>th</sup> March 2011

This has reference to the notices from BSE forwarding therewith the SEBI circular dated 23<sup>rd</sup> march 2011 on the subject of unauthenticated news circulated by Market Intermediaries (SEBI Registered) through modes of communication (copies attached)

The abovementioned two Notices from SEBI are also available on SEBI website at [www.sebi.gov.in](http://www.sebi.gov.in) under the category 'legal Frame work'

These SEBI Notices are self explanatory and all concerned have to ensure that there is complete compliance with what is stated in these Notices.

In view of these notices all employee including temporary staff / voluntary workers / Sub – brokers / Arbitrageurs / Remissiers / Any One Associated with such intermediaries working from the office premises of the Company are advised to follow the instructions given below with immediate effect.

- 1) All concerned are advised not to encourage or circulate rumors or unverified information obtained from client, industry, any trade or any other sources unless it is verified and confirmed by our Company's Compliance Officer Mr. Mayur Solanki (Mr. Mayur Solanki before giving OK will obtain approval of the Management)
- 2) Please note that access to Blogs / Chat forums / Messenger sites / SMS etc will be done / permitted after obtaining specific written permission from the Management. Senior Manager, Presently Mr. Mayur Solanki will be monitoring this.
- 3) To ensure that Logs for any usage of such Blogs / Chat forums / Messengers sites (called by any nomenclature) / shall be treated as records and the same should be maintained as specified by the respective Regulations Which govern the concerned intermediary. Mr. Mayur Solanki – Director will be keeping records of all these for verification by the Authorities any time. This record will be checked by Mr. Mayur Solanki fortnightly 1<sup>st</sup> to 15 and 16<sup>th</sup> to last day of the month and keep record of his checking and get it approved.
- 4) All concerned are advised that any market related news received by them either in their official mail/personal mail// blog /s SMS or in any other manner, should be forward only after the same has been seen and approved by our Compliance Officer- Mr. Mayur Solanki. If any employee / other concerned person fails to do so, he/she shall be deemed to have violated the various provisions contained in SEBI Act / Rules / Regulation etc. and shall be personally liable for suitable action.
- 5) Mr. Mayur Solanki – the Compliance Officer shall also be personally held liable for breach of duty in this regard for any lapse on his part.

In case any clarification / information is required you have to contact the Director- Mr. Falguni Lotia.

For MERFIN SHARES AND  
STOCK BROKING P. LTD.  
*ma-jw*  
Director / Authorised Signatory