

## **CIRCULAR**

Ref: Comp/2004-05/07

August 23, 2004

Dear All,

### **Re: Applicability of service tax on Sub- Brokers (SB's) Authorized Persons (AP's)/Remisiers**

We refer to finance bill 2004 presented by finance minister, Shri P. Chidabaram. The Finance bill 2004 has proposed certain changes in the service tax (ST) resulting in applicability of ST on SBs/Aps/Remisiers as per details given below.

#### **1. SUB-BROKERS**

The definition of stock broker is being changed to include 'Sub-Broker' in its Scope. Thus, the services provided by a SB to his stock broker will become taxable.

ST on SB will become applicable from the date of passing (notification) of Finance Bill 2004 in the parliament.

SEBI Registered SBs will thus have to get registered with ST department under the category of 'Stock Broking Services'.

In case of SBs who may be still raising their own bills, they have to pay the ST on the brokerage collected from the client and claim the credit for the ST paid in the bills of main broker. Hence, all the SB's working in this model should preferably convert themselves in the New Model before the budget is passed so as to avoid work of collecting ST from the respective client and pay the same to ST department during the interim period of passing of budget and conversion into new model

#### **2. AUTHORISED PERSONS (AP'S) REMISES**

As per amendments made in service tax on 9<sup>th</sup> July 2004, All commission agents except agents engaged in relation to agricultural produce have to pay service tax under the category of 'Business Auxiliary Services'.

Due to above, AP's/Remisiers have to get registered with the service tax department under the category of 'Business Auxiliary Services' w.e.f. 9<sup>th</sup> July 2004.

ST credit rules will be available as per prescribed rules to SBs / Aps / Remisiers.

Under the above scenario, for getting your share of sub-brokerage /commission, you may have to raise a bill on us mentioning your ST registration no

We therefore suggest you to obtain service tax registration no at the earliest as budget is expected to be passed in 1<sup>st</sup> week of September 2004.

In case of any doubts, please feel free to contact us.

Regards,

## **To all our esteemed Sub-Brokers**

Dear Friends,

We send you Greetings and Warm Regards. You must be aware that there are a few responsibilities and duties to be shared by us. There are also a few regulations to be adhered to. We are jointly responsible and liable for the well being of our clients. In this regard we advise you to keep your records to the mark as per the specified format of the respective Exchange.

We forward you a simple set of guidelines to follow:

1. Print S.E.B.I. Registration Number on all your Bills and Contracts.
2. Take acknowledgement of Bills and Contracts delivered.
3. Maintain updated Client Application and Agreement copies for Inspection.
4. Have your books of account Audited.
5. Deliver the Clients Stock in the Account mentioned on the Client Application only.
6. Issue Cheques only to parties billed.
7. Submit your Unique ID Details to the Exchange from time to time.
8. Enter only the Client codes allotted and rectify the mistakes, if any, during the prescribed time.
9. Undertake the requisite forms and letters from clients wherever needed.
10. Maintain all your records for a minimum span of 5 years.
11. Maintain proper Margins of the clients as per the regulations.
12. Give necessary Audited Reports every quarter to your Broker for forwarding and submission.

We hope you will do the needful as it is in our own interest.

Thanking You,  
Sincerely,

For **AJMERA ASSOCIATES Pvt. Ltd.**

March 31, 2004

**To,  
Sub-Brokers / Branch Manager / Franchisee  
Remisier / Authorised Person**

**To,  
Sub-Brokers / Branch Manager / Franchisee  
Remisier / Authorised Person**

Dear Friends,

We are pleased to inform you that we have obtained the Membership of National Commodity and Derivatives Exchange Ltd., (NCDEX) and Multi Commodity Exchange Ltd., (MCX) vide a new company floated for the specific purpose, namely Ajmera Commodity and Derivatives pvt. Ltd. You may please note that we are planning to start our operations on these Commodity Exchanges in the new financial year 2004. We are also pleased to inform you that we have started F & O (Derivatives) market on the BSE, which also gives one more trading and arbitrage option to our clients.

We would like to draw your attention on few responsibility and duties, which we have to comply with as per rules and regulation of the Stock Exchange.

1. Branch Manager is advised to take cheques of client from his own account. He / She should not accept any third party's cheque from the client.
2. Ledger confirmation: Branch Managers are requested to take Ledger confirmation from all Clients on a quarterly basis or before settling account with any client.
3. If a Branch Manager want to part commission with a person who is giving business to them, then Branch Manager has to get registered those person as an Remisier for The Stock Exchange Mumbai and Authorised Person for The National Stock Exchange of India Ltd. (As per Guidelines of BSE and NSE)
4. All Branch Managers are requested to keep themselves update with all notices and circulars issued by respective Stock Exchange. To update all notices and circulars you are advised to configure UCI and Notice System on your computers.
5. You are requested to download new Webex System software from BSE Dload32 and install the same in your Computer. This system is compulsory for all brokers and Sub Brokers to update UCC data of all clients. You are also requested to update your old UCC data in this new system as early as possible, as this is mandatory by the BSE.
6. Branch Managers are requested to affix Name plate on the office door with following details:
  - A) Name of the Main Broker (Ajmera Associates Pvt. Ltd.)
  - B) Clearing No. of Main Broker
  - C) SEBI Registration Number of Main Broker
  - D) In Case of Sub Brokers their SEBI Sub-Broker Registration No.

We hope you will do the needful as it is in our own interest.

Thanking You,

Sincerely,

For **AJMERA ASSOCIATES Pvt. Ltd.**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## **NOTICE**

**Notice No. AAPL/Compliance Dept./00001/09/04/2006.**

**NOTICE IS HEREBY GIVEN TO ALL THE REMISERS REGISTERED THROUGH US IN BSE MUST BE REGISTERED FOR SUB-BROKER/ AUTHORISED PERSON (NSE) SEBI, ALONG WITH FRESH APPLICATION FOR SUB-BROKERSHIP IN BSE ALSO WITH EFFECT FROM 1<sup>ST</sup> APRIL 2006, FAILING THIS AS PER EXCHANGE/ REGULATION WE SHALL NOT BE ABLE TO REFUND THEM THEIR SUB-BROKERAGE IN THAT PARTICULAR EXCHANGE/SEGMENT TILL THEY GET THEMSELVES REGISTERED AS MENTIONED ABOVE.**

**PLEASE COLLECT THE CHECK LIST FROM MS. AMIKSHA BHADRICHA/ MRS. NEETEE DESAI COMPLIANCE DEPARTMENT  
TEL:30218846/45**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## **Notice No. AAPL/Compliance Dept./00002/19<sup>th</sup> May 2006**

To,  
All Branches,

Respected Sir,

### **Please take note of the following:**

- 1) Not to place any order of new client unless the details are uploaded by **BACKOFFICE** in the exchange. **If they do so penalty shall be levied to their account for the same.**  
Please refer to circular No. NSE NSE/INVG/2005/21 dated 21<sup>st</sup> Nov 2005. (This shall implied to all the exchange i.e. (N.C.D.E.X, M.C.X, B.S.E, N.S.E).
- 2) To facilitate our client we want to start a facility to confirm their Derivatives trade online through S.M.S facility for which kindly contact MS.Shweta (Tel. No. 30218902) This is on temporary basis, shall be continued if all clients confirm the same.
- 3) Kindly take the acknowledgement while submitting any documents in our head office and kindly mention the department in which it has to be handed over for early attention.
- 4) Any commission/ brokerage cheque shall not be parted with the concern intermediaries until they get registered with the exchange wise / segment wise.
- 5) Branch Managers / Sub brokers to take note of following cases:  
Collection of client-application along with relevant documents after verifying with the original. (stamp to be attested "verified with original" )
  - a) Client address and credibility duly verified by visiting the places once.
  - b) Collection of upfront margin as per NSE circular Nos.:- 483
  - c) Timely collection of Debit / Credit cheques.
  - d) Timely verification of cheque clearance / cheque inward - outward from that particular clients only.
  - e) Ledger confirmation every quarterly

Thanking you.

Yours faithfully,

**FROM MANAGEMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai -400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Notice No. AAPL/Compliance Dept./00003/03/06/2006.

To,  
Branch Managers/Sub-Brokers/Authorised Person/Remisiers

Dear Friends,

Please take note of the following:

- 1) Provide us E-mail Id of all the clients introduced through you so that we can forward them Contracts/ Bills/ Ledger through E-Mail. They can have all the data to be submitted to regulatory body, if needed, through E-Mail.
- 2) Give us the mobile numbers of all your clients so that we can provide them online information & trade conformation in derivatives segment and also report all their trade in the evening by S.M.S.
- 3) We have FTP software facility through which you can check your own and your clients Ledger account/ Trial balance, Clientwise / Scriptwise position etc , if you want to access the same you can download that software from the net, details are available with Mr. Rakesh .Botle & Mr. Azaz.

REGARDS

FROM MANAGEMENT



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Notice No. AAPL/Compliance Dept./00004/14/07/2006.

### **TO ALL OUR BRANCH MANAGER/ SUB-BROKER**

We have the facility to send following types of sms on their mobiles.

Daily Information Messages,

Online Trade – Confirmation in Futures & Options,

Daily outstanding positions in Cash segment,

Debit Credit of Respective Accounts.

Kindly enroll yourself and all your clients for all the above facilities FREE of cost, all you have to do is provide the respective mobile numbers & the services will start the concluding day.

We also have the facility of sending Contract cum Bill via E-mail (E-Hastakshar). Kindly submit the E-mail ids of all your clients to fulfill compliance requirement

We have FTP software facility through which you can check your own and your clients Ledger account/ Trial balance, Clientwise / Script wise position etc, if you want to access the same you can download that software from the net.

For enrollment kindly give your mobile & e-mail details to our representatives.

On the contact numbers below.

Boardline :30218888.

Shweta Direct No: 30218902.

Amiksha Direct No:30218845.

**With Regards,**

**Ajmera Associates Pvt. Ltd.**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Tel no: 3021 8888

Fax no: 3021 8989

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai – 400002.

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Notice No. AAPL/Compliance Dept./00005/14/07/2006.

To,

All our Branches/Sub brokers/Remisiers

This is with reference to NSE Circular no. NSE/INVG/2006/40, BSE Circular no. 20060713-19 dated July 13,2006 and SEBI Circular no.: MRD/Dop/SE/Cir-8/2006 dated July 13,2006, it is mandatory from SEBI to collect PAN card details of all the clients (whosoever is trading in cash / derivatives Segment) and check with original PAN card either send original PAN card for verification or stamp '**VERIFIED WITH ORIGINAL**' stamp on the copy after verification with the original documents and sign the same.

It is mandatory before sending any photocopy please put the above mention stamp and duly signed by the branch manager/ Sub broker/Remisier.

It is also mandatory from SEBI that with effect from 1<sup>st</sup> October 2006, if client will deal without PAN Card they shall be deactivated.

Therefore it is requested to all the Branch Manager/Sub broker/Remisier to collect the PAN card details and submit before the 15<sup>th</sup> of September 2006, so that we can upload it before the last date and our clients can trade without any obstacle.

We hereby request all Branch Managers/Remisier/Sub brokers to go through the notices on a regular basis issued by competent authorities so that they can act on the same.

**By Management**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai – 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

Circular No. AAPL/Compliance Dept./00001/19/07/2006

To,

All Sub Broker/ Branch Manager/ Remisier/ Authorised Person

Dear Sir/Madam,

**On scrutiny of the Client Registration Forms, we have observed that the following discrepancies are found therein:-**

- 1) Copy of Demat Account opening confirmation Letter or Monthly DP Statement.
- 2) Introducer details in the Client Registration Form.
- 3) Address mentioned in the Client Registration Form must be same in the Address Proof submitted by the Clients.
- 4) Client's signature on franking page (2 places).
- 5) Every Client Registration Form must attach a Proof of Address and Proof of Identity along with bank account supporting proof as mentioned in the Client Registration form. .
- 6) In case of Applicant is HUF, the Rubber stamp must affixed of Karta.
- 7) PAN CARD IS MANDATORY FOR TRADING IN THE BSE/NSE- CAPITAL MARKET SEGMENT AND FUTURES & OPTIONS SEGMENT- AS PER THE SEBI CIRCULAR.**
- 8) Separate forms are provided for Individuals and for entities other than individuals.
- 9) Every Sub Broker/ Branch Manager/ Remisier/ Authorised Person must verify the proof of Address and Proof of Identity and shall put the “ **Verified with Original** ” stamp on the copy after verification with the Original documents and sign the same.

**Before sending a Client Registration form, All Sub Broker/ Branch Manager/ Remisier/ Authorised Person must verify the above details, if required sort out and complete the form. Incomplete, without Proof of Address/ Proof of Identity, PAN Card (mandatory) form will not accepted from our office and no code will be allotted. So Please to avoid the delay in allowing the Client to trade. We hereby request you to take care of the above method discrepancy does not arise.**

**BY**

**COMPLIANCE DEPARTMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E. Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E. Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. :236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400003.

Corp. Off.: 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail : bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Circular No. AAPL/Compliance Dept./00002/24/07/2006.

**To,  
All Sub Broker/Branch Manager/ Remisier/Authorised Person**

Dear Sir/Madam,

**We request all the above mentioned individual to circulate this instruction to their client  
Via:- Circulars/Notices in their office/E-mails for investors benefits:**

**Special Instruction For Clients Safety Failing Which Will Be The Clients Sole Responsibility  
& Liability**

1. Not to deal in Cash with Branch Managers/Remisiers/Sub-Brokers
2. Always to issue "A/C Payee Only" cheques favouring the opposite party.
3. Never to issue Blank Demat instruction Slip Book to Branch Manager. /Remisier /Sub-Brokers (P.O.A. facility is available kindly insists for the same)
4. On delivery of Client Registration Form / D.P a/c opening form/ Instruction Slips kindly fill up all the column or mention Nil /N.A in that particular column.
5. Internet Back Office is available insist for User Id with Login facility.
6. E-Hastakshar facility for soft copies of contracts & bills are available please provide Email Id for the same
7. S.M.S. facility is also available for On Line Trade confirmation in F/O & daily debit and credit position in Back Office. Please provide mobile No. for the same.
8. Insist for the quarterly ledger print-out from branch Manager/Remisiers/Sub broker

**By  
COMPLIANCE DEPT.**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Circular No. AAPL/Compliance Dept./00003/29/07/2006

To,  
All Sub Broker/ Branch Manager/ Remisier/ Authorised Person

Dear Sir/Madam,

As Per SEBI circular regarding Prevention of Money Laundering Act,2002, all Intermediaries registered with SEBI under Section 12 of the SEBI Act should follow the procedure Mentioned adopted by the M/s. Ajmera Associates Pvt.Ltd.

### PROCEDURE ADOPTED BY M/s. AJMERA ASSOCIATES PVT.LTD. TO COMBAT MONEY LAUNDERING AND TERRORIST FINANCING

We, at Ajmera Associates Pvt. Ltd., have taken the following steps to combat illicit funding that may be diverted towards drug trafficking, terrorism and other organized and serious crimes, as prescribed under The Prevention of Money Laundering Act, 2002.

We have adopted a few procedures to implement the anti money laundering provisions, which includes the following three specific parameters related to 'Client Due Diligence Process':

- a. Policy for acceptance of clients and their funds;
- b. Procedure for identifying the source of clients funds if found suspicious; and
- c. Transaction monitoring and reporting especially Suspicious Transactions Reporting (STR).

The Customer Due Diligence ("CDD") measures include: -

- i. Obtaining sufficient information for identifying persons who beneficially own or control the securities account;
- ii. Verifying the customer's identity using reliable, independent source documents, data or information;
- iii. Identifying beneficial ownership and control;
- iv. Verifying the identity of the beneficial owner of the customer and/or the person on whose behalf a transaction is being conducted, corroborating the information provided in relation to (iii); and
- v. Conduct ongoing due diligence and scrutiny, i.e. perform ongoing scrutiny of the transactions and financial accounts of all clients with large transactions throughout the course of the business relationship.

All of the above is to try and ensure that the transactions being conducted are consistent with the registered intermediary's knowledge of the customer, its business and risk profile. It also enables us to take into account, where necessary, the customer's source of funds.

#### a. Policy for acceptance of clients:

## **We follow safeguards as under while accepting the clients:**

- i. No account is opened in a fictitious / benami name or on an anonymous basis;
- ii. The Clients are classified into low, medium and high risk clients having regard to clients' location, nature of business activity, trading turnover etc. and manner of making payment for transactions undertaken which ensures that no account is opened without the application form of Clients KYC requirements and after adequate Due Diligence measures.
- iii. The circumstances under which the client is permitted to act on behalf of another person / entity is clearly laid down which covers the manner in which the account be operated, transaction limits for the operation, additional authority required for transactions exceeding a specified quantity / value and other appropriate details. Further the rights and responsibilities of both the persons (i.e the agent- client registered with the intermediary, as well as the person on whose behalf the agent is acting is clearly laid down. Adequate verification of a person's authority to act on behalf of the customer is also carried out on an ongoing basis.
- iv. Necessary checks are carried out to ensure that the identity of the client does not match with any person having a known criminal background or is not banned in any other manner, whether in terms of criminal or civil proceedings by any enforcement agency as per data uploaded and updated on the various websites from time to time.

### **b. Client identification procedure we follow includes:**

- i. 'Know your Client' (KYC) form, which clearly spells out the client identification procedure;
- ii. The client is identified by using reliable sources including self-attested documents/ information;
- iii. Failure by prospective client to provide satisfactory evidence of identity are noted and discarded.

### **c. Transaction monitoring and reporting, Suspicious Transactions Reporting (STR)**

- i. Information regarding the beneficial owner of the account; the volume of the funds flowing through the account;  
and for selected transactions the origin of the funds; the form in which the funds were offered or withdrawn, especially cash; the identity of the person undertaking the transaction; the source and destination of suspicious funds; and the form of instruction and issuing authority is kept on record.
- ii. Records on customer identification (e.g. copies or records of official identification documents like passports, identity cards, driving licenses or similar documents), account files, business correspondence and records on transactions, both domestic and international, are maintained for the minimum period prescribed under the relevant Act (PMLA, 2002 as well SEBI Act, 1992) and other legislations as applicable from time to time, as per Regulations or exchange bye-laws or circulars. Further our compliance department randomly examines a selection of transaction undertaken by clients prior to our auditors to comment on their nature i.e. whether they fall under the ambit suspicious transactions or not.
- iii. Any suspicious transactions if found are reported and a record is maintained of :

**All cash transactions of the value of more than Rs. 10 lakhs or its equivalent in foreign currency or in cash in local currency are taken up.**

**All series of cash transactions integrally connected or suspected to be related to each other even though they may have been valued below Rs. 10 lakhs in any local or foreign currency, where such series of transactions take place within one calendar month.**

**All suspicious transactions whether or not made in cash.**

**BY**

**COMPLAINEE DEPARTMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Circular No. AAPL/Compliance Dept./00003/09/08/2006.

To,

**All our Branches/Sub brokers/Remisiers**

NSE and SEBI vide Circular nos. NSE/INVG/2006/40 and circular No. MRD/DoP/SE/Cir-8/2006, both dated July 13, 2006 respectively uploading of Permanent Account Number (PAN) MANDATORY for all transactions in the cash market.

All Branch Managers/Sub-brokers/ Remisiers, are therefore requested to note and ensure the following: -

1. Collect copies of PAN cards issued to their existing as well as new clients by the Income Tax Department and maintain the same in their record after verifying with the original.
2. Crosscheck the aforesaid details collected from their clients with the details on the website of the Income Tax Department i.e.

**[http:// incometaxindiaefiling.gov.in/challan/enterpanforchallan.jsp](http://incometaxindiaefiling.gov.in/challan/enterpanforchallan.jsp)**

In view of above requirement, with effect from October 1, 2006 Branches/Sub brokers/Remisiers are requested not to place any order on behalf of any client in the Capital Market segment of the Exchange unless the above details are collected, cross-checked with the details on the website of the Income Tax Department and kept on record..

All Branch Managers/Sub-brokers/ Remisiers, are therefore requested to follow the requirement of the exchange meticulously and submit the same to us, so that we can upload details of PAN and adhere to the exchange regulations.

**BY ORDER OF COMPLIANCE DEPARTMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E. Clearing No. - 911  
S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833  
MEMBER - N.S.E. Clearing No. - 11858  
S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837  
CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.  
Corp. Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.  
Tel no: 3021 8888 Fax no: 3021 8989  
E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Circular No. AAPL/Compliance Dept./00004/10/08/2006.

To all our Branches/Sub brokers/Remisiers

As per SEBI vide its letter dated August 04,2004, BSE vide its Circular no. 20060807-5 dated Monday, August 07, 2006 and NSE vide its circular no.534/NSE/MEM/7743 dated August 09,2003 has intimated to us of revision in systems and procedure with respect to registration of Sub-brokers with SEBI. Has also informed us regarding **revision of registration fees from Rs. 1000/- to Rs. 10,000/-**. [ For a block of 5 yrs only]

The SEBI has also made an amendment in the (Stock Brokers and Sub-Brokers) Regulations 1992 and notified in the Gazette of India No.838 dated August 01, 2006.

As per said notification published in the Gazette of India:

“Every sub-broker shall pay fees in the manner set out below:

- (a) Where a sub-broker was granted certificate of registration by the Board before August 01, 2006:
  - (i) he shall pay a sum of ten thousand rupees for the block of five financial years commencing from April 01, 2007.
  - (ii) after the expiry of the said block of five financial years, he shall pay a sum of five thousand rupees for every subsequent of five financial years.
- (b) Where a sub-broker is granted certificate of registration by the Board on or after August 01, 2006:
  - (i) he shall pay a sum of ten thousand rupees for the block of five financial years commencing from financial year in which registration has been granted and
  - (ii) after the expiry of the said block of five financial years, he shall pay a sum of five thousand rupees for every subsequent of five financial years.
- (c) Every sub-broker shall pay fees under sub-clause (a) or sub-clause (b) as the case may be, within such time as may be specified by the Board.”

**This will be applicable for all the Sub brokers whose application are pending in Exchange for Registration Certificateas well as for the fresh applicants.**

Kindly make a note of it for your further reference.

**BY COMPLIANCE DEPARTMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp. Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail : bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Circular No. AAPL/Compliance Dept./00005/11/08/2006

### Please Note:

Various issues pertaining to compliance have come to our notice & you need to take immediate remedial action.

We briefly convey a few of the points as under:-

#### 1. Group a/c debits:

Due to Regulatory norms we are unable to set off & adjust client debits against client credits at remisier or branch level, even at family level it is not possible till we have an undertaking to that effect counter signed by all parties.

All Desirous of availing the benefit & facility may collect the letter for the same & submit at earliest for ease of transactions. We will not be able to consider any such request without the letter. Please note all debits shall be considered independently.

#### 2. Client application forms:

In spite of regular information & updates few clients are still sending incomplete forms. This increases the load on the staff & compliance takes a back seat because of total work coming on our side of repetitive work which should be complied at Sub-broker and branch level.

It is therefore decided that all our business associates will **henceforth with immediate effect verify the forms at their end before submitting to us**. Our personnel will confirm your verification & process the form for allotment of Client ID. Trade cannot be executed prior to allotment of client ID. So to avoid inconvenience to yourself & clients please take extra precaution and & take care that it should be signed at all required places.

#### 3. Margin a/c :

As per SEBI & all the regulatory Exchanges we are suppose to collect '**up - front**' margin from all clients before execution of the trade we hereby advise all our associates to kindly take a stringent steps so that they can adhere to the same.

**Any penalty levied for the same shall be borne by that particular Client /Sub-broker/ Branch Manager.**

**BY MANAGEMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp. Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail : bse@ajmeras.com nse@ajmeras.com

cdsl@ajmeras.com

## Circular No. AAPL/Compliance Dept./00006/16/08/2006

To all our Branches/Sub brokers/Remisiers

In process of facilitating our clients we have given **waiver** of following charges in our Depository section: -

- 1. Waiver of Rs. 150/- levied on Demat account for documentation**
- 2. Waiver of Rs. 200/- levied on Demat account for first annual charges.**

Please note this is applicable only to accounts being opened before 30<sup>th</sup> September 2006

All intermediaries are requested to advise their clients to take benefit of the same. For compliance issues and risk management we are in due process to make it mandatory for all clients to open their depository accounts with us.

It was communicated prior also that as per SEBI any client not having PAN no. shall not be able to trade/open depository account with any Broker/DP hence we request all to send us xerox copy along with original to be verified and hence take care that in future they provide us the same before opening Trading/Depository account.

We request all intermediaries if they do not have PAN nos. they should send us letter to close their account before 15<sup>th</sup> September 2006 so that the same can be uploaded in our back office.

**FORMAT ENCLOSED**

**BY MANAGEMENT**

If any queries pertaining to the same please contact

**Ms. Pooja Bhojani** : **30218901**

**(Head of Retail Division)**





# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB01185833 / F.O. INF01185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888

Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsi@ajmeras.com

## **Circular No. AAPL/Compliance Dept./00007/31/08/2006**

To,

All Sub Broker/ Branch Manager/ Remisier/ Authorised Person

Dear Sir/Madam,

This is with reference to our given Circular No. AAPL/Compliance Dept./00001/19/07/2006 and Circular No. AAPL/Compliance Dept./00003/09/08/2006, we have observed that inspite of giving circular to all Sub Broker/ Branch Manager/ Remisier/ Authorised Person many Client Registration Forms are being sent incomplete to us making the procedure more complicated and time consuming and delay in allowing the clients to trade.

We request to all our Sub Broker/ Branch Manager/ Remisier/ Authorised Person to follow below given requirement, before sending the Client Registration form to us,

- 1) Copy of Demat Account opening confirmation Letter or Monthly DP Statement.
- 2) Introducer details in the Client Registration Form.
- 3) Address mentioned in the Client Registration Form must be same in the Address Proof submitted by the Clients.
- 4) Client's signature at necessary places **only**.
- 5) Every Client Registration Form must attach a Proof of Address and Proof of Identity along with bank account supporting proof as mentioned in the Client Registration form. .
- 6) Bank Verification to be done in Client Registration form.
- 7) In case of Applicant is HUF, the Rubber stamp must affixed of Karta.
- 8) **PAN CARD IS MANDATORY FOR TRADING IN THE BSE/NSE- CAPITAL MARKET SEGMENT AND FUTURES & OPTIONS SEGMENT- AS PER THE SEBI CIRCULAR.**
- 9) Crosscheck the aforesaid details collected from their clients with the details on the website of the IncomeTax Department i.e. [http:// incometaxindiaefiling.gov.in/challan/enterpanforchallan.isp](http://incometaxindiaefiling.gov.in/challan/enterpanforchallan.isp).
- 10) Separate forms are provided for Individuals and for entities other than individuals.
- 11) Every Sub Broker/ Branch Manager/ Remisier/ Authorised Person must verify the proof of Address and Proof of Identity and shall put the " **Verified with Original** " stamp on the copy after verification with the Original documents and sign the same.

**Before sending a Client Registration form, All Sub Broker/ Branch Manager/ Remisier/ Authorised Person must verify the above details, if required sort out and complete the form. Incomplete, without Proof of Address/ Proof of Identity, PAN Card (mandatory) form will not accepted from our office and no code will be allotted. SO PLEASE TO AVOID THE DELAY IN ALLOWING THE CLIENT TO TRADE. WE HEREBY REQUEST YOU TO TAKE CARE OF THE ABOVE METHOD DISCREPANCY DOES NOT ARISE.**

BY  
COMPLIANCE DEPARTMENT



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E. Clearing No. - 911  
S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833  
MEMBER - N.S.E. Clearing No. - 11858  
S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837  
CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.  
Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

Tel no: 3021 8888 Fax no: 3021 8989

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

---

## **Circular No. AAPL/Compliance Dept./00008/07/09/2006**

To,  
All Sub Broker/ Branch Manager/ Remisier/ Authorised Person

### **Sub: Due Diligence in dealings by intermediaries and clients**

Dear Sir/Madam,

As per NSE circular no: NSE/INV/2006/44 and BSE circular no. 20060906-14 dtd:06/09/2006 issued, this is been advised to all our Sub Broker/ Branch Manager/ Remisier/ Authorised Person to exercise due diligence in their dealings or trading triggered on account of unfounded rumors/news. It should be also advise to all clients to exercise due caution so as not be carried away to take investments decisions on rumours, tips etc.

All Sub Broker/ Branch Manager/ Remisier/ Authorised Person are requested to be vigilant about the activities of their clients and monitor closely the dealings of clients including correlation of their trading activity with the financial and other information provided by them at the time of registration or based on their past trading record and should keep close watch on excessive concentration by clients in one or few securities. It is also advised to put in place appropriate systems and procedures for the above purpose and alert us in case any unusual activity comes to your notice.

Ensure that no one should deal on behalf of any of the entities that have been restrained by SEBI from dealing in securities. Information of such entities is available on the websites of SEBI ([www.sebi.gov.in](http://www.sebi.gov.in)) and the Exchange ([www.nseindia.com](http://www.nseindia.com)) ([www.bseindia.com](http://www.bseindia.com)).

**BY MANAGEMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Tel no: 3021 8888

Fax no: 3021 8989

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

E-mail: bse@ajmeras.com nse@ajmeras.com cds1@ajmeras.com

## Circular No. AAPL/Compliance Dept./00009/15/09/2006.

To,

All our Branch Managers/Sub brokers/Remisiers

As per our Notice No.AAPL/Compliance Dept./00005/14/07/2006, we are once again reminding all our Branch Managers/Sub brokers/Remisiers regarding Exchange Circulars, that as per SEBI it is made **MANDATORY** to collect PAN card details of all the clients (whosoever is trading in cash / derivatives Segment) and check with original PAN card either send original PAN card for verification or stamp '**VERIFIED WITH ORIGINAL**' stamp on the copy after verification with the original documents and sign the same.

It is mandatory before sending any photocopy please put the above mention stamp and duly signed by the branch manager/ Sub broker/Remisier.

It is also mandatory from SEBI that with effect from 1<sup>st</sup> October 2006, if client will deal without PAN Card they shall be deactivated.

With this we would like to convey this message to all our Branch Managers/Sub brokers/Remisiers that if their Clients PAN details are still not submitted to us please do submit us the same on or before **20<sup>th</sup> September 2006** to avoid any kind of obstacle for their Clients to trade. This date is revised by us specially for our clients convenience. So we hereby request all our Branch Managers/Sub brokers/Remisiers to kindly cooperate with us and submit the PAN details of their clients before said date so that we can upload the same before the last date.

**Any penalty levied for the same shall be borne by their particular Clients Sub-broker/Branch Manager/Remisier.**

We also request to all Branch Managers/Remisier/Sub brokers to go through the notices on a regular basis issued by competent authorities so that they can act on the same.

**By Management**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Tel no: 3021 8888

Fax no: 3021 8989

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## Notice No. AAPL/Compliance Dept./00010/16/10/2006.

To,  
All our Branch Managers/Sub brokers/Remisiers,

### Sub: Sub-broker application

⇒ As per BSE Circular dtd 7<sup>th</sup> December, 2005

**Sub-Broker registered with SEBI, Member of Other Exchange, cannot become a Remisier.**

**i.e. A Remisier shall not be an act as a Sub-broker or Member anywhere so long as he continues as a Remisier.**

Hence we request all our Branch Managers/Sub brokers/Remisiers, that if you are Remisier in BSE and are/have applying/applied Sub-broker with NSE to Cancel their Remisier application in BSE and get themselves registered as Sub-broker in BSE as early as possible.

For any further query kindly contact Ms. Amiksha on the Extn: 846

**BY COMPLIANCE DEPARTMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Tel no: 3021 8888

Fax no: 3021 8989

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## **Circular No. AAPL/Compliance Dept./00011/27/11/2006.**

To,

All our Branch Managers/Sub brokers/Remisiers

### **Sub: Client Registration Form / Know Your Client Form**

Attention of the all our Sub Broker/ Branch Manager/ Remisier/ Authorised Person is drawn to SEBI circular number SEBI/MIRSD/DPS-1/Cir-31/2004 dated 26th August 2004, Exchange Notice No. 20040827-11 dated August 27, 2004, Exchange Notice No.20060303-20 dated March 3, 2006 and Exchange Notice No.20060704-5 dated July 4, 2006 issued in respect of the above subject.

All our Sub Broker/ Branch Manager/ Remisier/ Authorised Person are advised to ensure that all client registration details as mentioned in the Client Registration Form / Know Your Client (KYC) form are complete in all respect. All our Sub Broker/ Branch Manager/ Remisier/ Authorised Person are also advised to ensure that Client Registration details including financial details of the clients should be correctly obtained. All are also advised to monitor the trading activities of their clients based on the financial details as contained in the client's KYC.

It has been observed that client registration details including financial details, mentioned in the KYC's are incomplete/incorrect/not updated. All are therefore, once again reminded to ensure that Client Registration details including financial details of the clients should be complete in all respect.

Further, all are requested to note that a penalty of Rs. 2,500/- per client shall be levied for Client Registration forms obtained without material information and a penalty of Rs. 10,000/- shall be levied by the Exchange for Client Registration Forms not complete/ not supported by documents in case of multiple instances as per the Exchange Notice No. 20060602-7 dated June 2, 2006.

**Any penalty levied for the same shall be borne by that particular Client /Sub-broker/ Branch Manager/Remisiers/Authorised Person.**

**By Management**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E. Clearing No. - 911  
S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833  
MEMBER - N.S.E. Clearing No. - 11858  
S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837  
CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003  
Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.  
Tel no: 3021 8888 Fax no: 3021 8989  
Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.  
E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## **Circular No. AAPL/Compliance Dept./00012/04/12/2006.**

To,  
All our Branch Managers/Sub brokers/Remisiers

### **Sub: Client Registration Form / Know Your Client Form**

Attention of the all our Sub Broker/ Branch Manager/ Remisier/ Authorised Person is drawn to SEBI circular number SEBI/MIRSD/DPS-1/Cir-31/2004 dated 26th August 2004, Exchange Notice No. 20040827-11 dated August 27, 2004, Exchange Notice No.20060303-20 dated March 3, 2006 and Exchange Notice No.20060704-5 dated July 4, 2006 issued in respect of the above subject.

All our Sub Broker/ Branch Manager/ Remisier/ Authorised Person are advised to ensure that all client registration details as mentioned in the Client Registration Form / Know Your Client (KYC) form are complete in all respect. All our Sub Broker/ Branch Manager/ Remisier/ Authorised Person are also advised to ensure that Client Registration details including financial details of the clients should be correctly obtained. All are also advised to monitor the trading activities of their clients based on the financial details as contained in the client's KYC.

It has been observed that client registration details including financial details, mentioned in the KYC's are incomplete/incorrect/not updated. All are therefore, once again reminded to ensure that Client Registration details including financial details of the clients should be complete in all respect.

PAN Card Details will be not accepted without verifying with the original PAN Card. Hence kindly send original PAN card for verification with the copy henceforth as per Exchange requirement. And without PAN card details Sauda will not be done.

It has been also observed that branches provide the code first to the clients and then they send the form to the main branch for clearing KYC and UCC updation making the compliance procedure complicated. Hence it is requested to send the form first to main head office for clearing the KYC and UCC updation and then provide the code to the clients.

**Any penalty levied for the same shall be borne by that particular Client /Sub-broker/ Branch Manager/Remisiers/Authorised Person.**

**By Management**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E. Clearing No. - 911  
S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833  
MEMBER - N.S.E. Clearing No. - 11858  
S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837  
CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003  
Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.  
Tel no: 3021 8888 Fax no: 3021 8989  
Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.  
E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

---

## **Circular No. AAPL/Compliance Dept./00013/04/12/2006.**

To,  
All our Branch Managers/Sub brokers/Remisiers

### **Sub: Penalty on rectification of Wrong Entry while Trading**

This is brought to the notice of all our Branch Managers/Sub brokers/Remisiers that since 1<sup>st</sup> November 2006 Exchange has started to levy penalty of Rs.10/- on rectification of each order done on trade, the said will be debited from that particular clients account.

**BY MANAGEMENT**



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E. Clearing No. - 911  
S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833  
MEMBER - N.S.E. Clearing No. - 11858  
S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837  
CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003  
Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.  
Tel no: 3021 8888 Fax no: 3021 8989  
Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai – 400002.  
E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

## **Circular No. AAPL/Compliance Dept./00014/27/01/2007.**

To,  
All our Branch Managers/Sub brokers/Remisiers

### **Sub: Compliance issues**

**Necessary requirement to be completed by Branch Managers/Sub brokers/Remisiers to avoid compliance issues.**

- Whenever you are giving any document or taking any document it is requested to you to give acknowledgement and take acknowledgement from that person and for the said purpose maintain a register from your side.
- To avoid the KYC issues the following thing is been strictly brought into action that Client Registration form received before 3.30 pm only their UCC will be uploaded on the same day or else if received after 3.30pm it will be uploaded on the next day.
- Without uploading UCC no trading will be done of that client.
- Date of Birth, Contact No, Pan No. are compulsory while opening account . E-mail Id if possible also required for E - Hastakshar.
- We once again request all our Branch Managers to kindly take contract acknowledgements/ Ledger confirmation every quarterly segment wise from all their respective clients and submit the same in Head office on monthly basis
- We request all Branch Managers/Sub brokers/Remisiers to advise their client to take ledger account balance/Transaction confirmation from our website ajmeras.com and if any query then only contact Head office.

**Any penalty levied for the same shall be borne by that particular Client /Sub-broker/  
Branch Manager/Remisiers**

**BY MANAGEMENT**



# **Ajmera Associates Pvt. Ltd.**

MEMBER - B.S.E.

Clearing No. - 911

S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833

MEMBER - N.S.E.

Clearing No. - 11858

S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837

CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003

Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.

Tel no: 3021 8888

Fax no: 3021 8989

Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.

E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

---

## **Circular No. AAPL/Compliance Dept./00015/01/03/2007.**

To,

All our Branch Managers/Sub brokers/Remisiers

### **Sub: Transfer and Withdrawal of shares towards collateral for Enhancement in exposure limit on the F&O Segment**

This is to informed to all our Branch Managers/Sub brokers/Remisiers that while depositing and withdrawing of shares of their clients for enhancement in the Exposure limit in F&O Segment they have to give a letter on that particular clients letterhead in the format attached with this Circular and the same thing is to be informed to your clients as it is made mandatory for all.

This to be done with an immediate effect.

**BY MANAGEMENT**

Clients name: \_\_\_\_\_

Code: \_\_\_\_\_

Add: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:-

To  
The Manager (F&O Unit),  
Ajmera Associates Pvt.Limited,  
63/67, 4<sup>th</sup> Floor, Carmellous Bldg.,  
Pathakwadi, L T Marg,  
Mumbai 400 002.

Dear Sir,

**Sub: WITHDRAWAL of shares given towards collateral for  
Enhancement in exposure limit on the F&O Segment**

We hereby request you to transfer the following shares to our beneficiary account and/or the Depository Account from which we had deposited the same and/or towards pay in to the account in which shares have to be transferred as per details given herebelow :

The exposure limit granted to us may be reduced accordingly.  
Details of the DP to be transferred

Depository	DP Name	DP Id	Client Id

Scrip details

Sr	Scrip Name	Quantity
01.		
02.		
03.		
04.		
05.		
06.		

Settlement details

Exchange	Settlement Nos.	Client Code

Excluding of above now we have following shares please note:

Qty.	Scrip name	Qty.	Scrip name

Thanking you,

\_\_\_\_\_  
Clients Signature

Client name: \_\_\_\_\_

Code: \_\_\_\_\_

Add: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

To,  
The Manager (F&O Unit),  
Ajmera Associates Pvt.Limited,  
63/67, 4<sup>th</sup> Floor, Carmellous Bldg.,  
Pathakwadi, L T Marg,  
Mumbai 400 002.

Dear Sir,

**Sub : TRANSFER of shares towards collateral for enhancement  
in exposure limit on the F&O Segment**

We have transferred the following shares to your account:  
CDSL            Ajmera Associates Pvt. Ltd.    DP ID: 12030300000010006

You are hereby requested to enhance the exposure limit granted to us on the F&O Segment of NSE after valuing the shares and applying the respective haircut(s).

The shares have been transferred from the following beneficiary account, held in our name.

Depository	DP Name	DP Id	Client Id

Scrip details

Sr	Scrip Name	Quantity
01.		
02.		
03.		
04.		

Inclusive of above now we have following shares please note:

Qty.	Scrip name	Qty.	Scrip name

Please do the needful at the earliest and oblige.

Thanking you,

\_\_\_\_\_  
Clients Signature



# Ajmera Associates Pvt. Ltd.

MEMBER - B.S.E. Clearing No. - 911  
S.E.B.I. Regn. No. : - C.M. INB011185833 / F.O. INF011185833  
MEMBER - N.S.E. Clearing No. - 11858  
S.E.B.I. Regn. No. : - C.M. INB231185837 / F.O. INF 231185837  
CDSL DP Id. : 30300 SEBI Reg. No. : IN-DPCDSL-210-2003  
Reg. Off. : 236/238 Samuel Street, Masjid Bunder(W), Mumbai - 400 003.  
Tel no: 3021 8888 Fax no: 3021 8989  
Corp.Off. : 63/67, Carmello's Bldg., 4<sup>th</sup> Floor, Pathakwadi, L. T. Marg, Mumbai - 400002.  
E-mail: bse@ajmeras.com nse@ajmeras.com cdsl@ajmeras.com

---

## **Circular No. AAPL/Compliance Dept./00016/05/03/2007.**

To,  
All our Branch Managers/Sub brokers/Remisiers

### **Sub: Important Note**

This is to inform all our Branch Managers/Sub brokers/Remisiers that they should clear their group accounts and clients debits by 15<sup>th</sup> March 2007 and thereafter all debit and credit shall be dealt as per pay-in / pay-out date till 31<sup>st</sup> March 2007. We request you'll not to have any running debits in any of the accounts.

It is also informed to all that without Pre-deposit of Margin either in collaterals/cash in our Margin accounts they should not to trade in Derivatives segment.

**This to be done on a strict note and with an immediate effect.**

**The person ignoring the same will be liable for the action if any taken by the regulators.**

**BY MANAGEMENT**