### **CHOICE EQUITY BROKING PVT LTD**

### **WRITE UP ON:**

## **Branches - Open & Close:**

<u>Branch opening:</u> The branches have to first provide the lease agreement or ownership agreement of the premises. If terminals are sought the NISM certification wherever required would have to be provided of the dealers. The branch has to display Notice board, Investor grievance board, SEBI registration certificates etc and send it to H.O.

#### **Branch Closure:**

The clients of the branch are intimated of the branch closure and offered an alternate to be serviced by a different branch or Authorized Person . They are also offered internet trading if they wish to avail of the same.

# **Allotment / Surrender Of Trading Terminals:**

<u>Allotment</u>: The dealer and branch in charge details are sought and then a terminal is allotted. PAN card of the dealer is also taken. Terminal details are uploaded to exchange simultaneously when registered at our front end.

<u>Surrender</u>: the branch or R.M send us a request for surrender or we may have to surrender when branch closes and when A.P surrenders his membership with us. The terminal is deactivated both at our front end and in exchange system. The clients are shifted to a different dealer.

# **Branch / Authorized persons, Inspections**

We inspect branches and A.P branches regularly which are near to H.O for outstation sites the inspection is done by our senior officials who visit the concerned office. We also periodically ask the branches to send photos of notice board , SEBI registration certs etc to check if they are complying with exchange regulations.