



भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

ANNEXURE 1

MASTER CIRCULAR FOR STOCK EXCHANGES

ON

TRADING PART - I

1. This Master Circular includes circulars issued upto March 31, 2010.
2. Master Circular is a compilation of all the existing/applicable circulars issued by Market Regulation Department of SEBI to Stock Exchanges and shall come into force from the date of its issue.

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SECTION - 1: BULK DEALS AND BLOCK DEALS

1.1 Bulk Deal¹

A “bulk” deal constitutes all transactions in a scrip (on an exchange) where the total quantity of shares bought/sold is more than 0.5% of the number of equity shares of the company listed on the exchange. The quantitative limit of 0.5% can be reached through one or more transactions executed during the day in the normal market segment.

Disclosures

- i. The disclosure shall be made with respect to all transactions in a scrip where total quantity of shares bought/sold is more than 0.5% of the number of equity shares of the company listed on the stock exchange.
- ii. The brokers shall disclose to the stock exchange the name of the scrip, name of the client, quantity of shares bought/sold and the traded price.
- iii. The disclosure shall be made by the brokers immediately upon execution of the trade.
- iv. The Stock exchanges shall disseminate the aforesaid information on the same day after market hours to the general public.

1.2 Block Deal²

Block deal is execution of large trades through a single transaction without putting either the buyer or seller in a disadvantageous position. For this purpose, stock exchanges are permitted to provide a separate trading window.

Block deal will be subject to the following conditions:

- i. The said trading window may be kept open for a limited period of 35 minutes from the beginning of trading hours i.e. the trading window shall remain open from 9.55 am to 10.30 am.
- ii. The orders may be placed in this window at a price not exceeding $\pm 1\%$ from the ruling market price/previous day closing price, as applicable.

¹ Circular No. SEBI/MRD/SE/Cir-7/2004 dated January 14, 2004.

Circular No. MRD/DoP/SE/Cir- 19 /05 dated September 2, 2005.

² Circular No. MRD/DoP/SE/Cir- 19 /05 dated September 2, 2005



- iii. An order may be placed for a minimum quantity of 5,00,000 shares or minimum value of Rs.5 crore.
- iv. Every trade executed in this window must result in delivery and shall not be squared off or reversed.
- v. The stock exchanges shall disseminate the information on block deals such as the name of the scrip, name of the client, quantity of shares bought/sold, traded price, etc to the general public on the same day, after the market hours.
- vi. Disclosure of trade details of "bulk deals" as specified in para 1.1 shall be continued to be made by the stock exchanges to the general public on the same day after the market hours.

All appropriate trading and settlement practices as well as surveillance and risk containment measures, etc., as applicable to the normal trading segment, shall be applicable and implemented in respect of this special window as well.

SECTION - 2: CIRCUIT FILTER / PRICE BANDS

2.1 Index based Market wide circuit filter³

These circuit breakers are used to stop adverse movements either way. The circuit breakers are applied at three stages of the index movement either way at 10%, 15% and 20%. The market wide circuit breakers would be triggered by movement of either BSE Sensex or the NSE S&P CNX Nifty whichever is breached earlier.

- i. In case of a 10% movement of either of these indices, there would be a 1 hour market halt if the movement takes place before 1 pm. In case the movement takes place at or after 1 pm but before 2:30 pm there will be a trading halt for ½ hour. In case the movement takes place at or after 2:30 pm there will be no trading halt at the 10% level and the market will continue trading.
- ii. In case of a 15% movement of either index, there will be a 2 hour halt if the movement takes place before 1 pm. If the 15% trigger is reached on or after 1 pm but before 2 pm, there will be a 1 hour halt. If the 15% trigger is reached on or after 2 pm the trading will halt for the remainder of the day.
- iii. In case of a 20% movement of the index, the trading will be halted for the remainder of the day.

These percentages are translated into absolute points of index variations on a quarterly basis and at the end of each quarter these absolute points of index variations are revised and applicable for the next quarter.

2.2 Scrip wise price bands

In addition to the market wide index based circuit filters, there are individual scrip wise price bands of 20% either way, for all scrips in the compulsory rolling settlement except for the scrips on which derivatives products are available or scrips included in indices on which derivatives products are available.

³ Circular No. SMDRPD/Policy/Cir-37 /2001 dated June 28, 2001



SECTION - 3 : IMPLEMENTATION OF UNIFORM SECURITY SPECIFIC ACTION IN STOCK EXCHANGES

3.1 Uniform security specific measure⁴

All stock exchanges shall implement the security specific decisions taken by BSE/NSE such as transferring of scrips from rolling settlement to trade for trade segment and vice-versa, imposition of margins, suspension of trading, etc in cases where such securities are also listed and traded on those stock exchanges. For this purpose, all the stock exchanges shall obtain the necessary information regularly from the website(s) of BSE/NSE and concurrently implement the security specific decisions taken by BSE/NSE.

In the event of any stock exchange not able to implement the decisions taken by BSE/NSE with regard to particular scrip, such stock exchange(s) shall not make available trading in such scrip in the normal rolling settlement.

⁴ Circular No. SEBI/MRD/SE/Cir- 12/2004 dated February 26, 2004.



SECTION - 4 : MARGIN TRADING

4.1 Margin trading⁵

SEBI had, vide Circular No.SMD/Policy/Cir-6 dated 7/5/97, clarified, inter alia, that borrowing and lending of funds by a trading member in connection with or incidental to or consequential upon the securities business would not be disqualified under rule/s 8(1)(f) & 8(3)(f) of Securities Contract (Regulations) Rules, 1957. In continuation of the said circular, member-brokers are allowed to provide margin trading facility to their clients, in the cash segment, subject to the following conditions:

4.2 Securities eligible for margin trading

SEBI vide circular dated March 11, 2003 has categorized the securities under 3 groups, namely, Group 1, Group 2 and Group 3. The securities having mean impact cost of less than or equal to 1 and having traded on at least 80% (+/-5%) of the days for the previous eighteen months, have been categorized as Group 1. The securities in Group 1 would be eligible for margin trading facility.

In addition to the Group 1 securities, all the securities which are offered in the Initial Public Offerings (IPOs) and which meet the conditions for inclusion in the derivatives segment of the Stock Exchanges would be eligible for Margin Trading Facility.⁶

4.3 Eligibility requirements for brokers to provide margin trading facility to clients

Only corporate brokers with a “net worth” of at least Rs.3.00 crore would be eligible to offer margin trading facility to their clients. The “net worth” for the purpose of margin trading facility would mean “Capital” (excluding preference share capital) plus free reserves less non allowable assets, i.e fixed assets, pledged securities, member’s card, non-allowable securities, bad deliveries, doubtful debts and advances (including debts and advances overdue for more than 3 months or given to associates), pre paid expenses, intangible assets and 30% of the marketable securities.”

The broker shall submit to the stock exchange a half-yearly certificate, as on 31st March and 30th September of each year, from an auditor confirming the net

⁵ Circular no. SEBI/MRD/SE/SU/Cir-15/04 dated March 19, 2004

⁶ Circular No. MRD/DoP/SE/Cir-08/2005 dated March 4, 2005



worth (as specified in clause 4.3 above). Such a certificate shall be submitted not later than 30th April and 31st October of the year.

4.4 No-objection certificate⁷

Before providing Margin Trading Facility to a client who has already availed of Margin Trading Facility from another broker, the broker is required to obtain a no-objection certificate in writing from the other broker. The other broker shall be required to convey his objection, if any, in writing, within a period of 21 days from the date of receipt of query from the broker, failing which the broker would be free to proceed with providing Margin Trading Facility to the client.

4.5 Agreement

The broker shall enter into an agreement with his client for providing the margin trading facility, on the lines of the model agreement, enclosed as Annexure 1. The broker/exchange may modify the agreement only for stipulating any additional or more stringent conditions, provided that no such modification shall have the effect of diluting any of the conditions laid down in the circular or in the model agreement.

4.6 Source of Funds for the broker for providing margin trading facility to his clients and maximum permissible borrowing by any broker

- i. For the purpose of providing the margin trading facility, a broker may use his own funds or borrow from scheduled commercial banks and/or NBFCs regulated by RBI. A broker shall not be permitted to borrow funds from any other source.
- ii. The broker shall not use the funds of any client for providing the margin trading facility to another client, even if the same is authorised by the client.
- iii. At any point of time, the total indebtedness of a broker for the purpose of margin trading shall not exceed 5 times of his net worth (calculated as stated at 4.3 above).
- iv. The “maximum allowable exposure” of the broker towards the margin trading facility shall be within the self imposed prudential limits and shall not, in any case, exceed the borrowed funds and 50% of his “net worth”.⁸
- v. The term “exposure” will mean the aggregate outstanding margin trading amount in the books of the broker for all his clients. While providing the margin trading facility, the broker shall be prudent and also ensure that there is no concentration on any single client. In any case, the exposure to

⁷ Circular No. MRD/DoP/SE/Cir-08/2005 dated March 4, 2005

⁸ Circular no. SEBI/MRD/SE/SU/Cir-16/04 dated March 31, 2004



any single client at any point of time shall not exceed 10% of the broker's lendable resources (i.e. borrowed funds for the purpose of margin trading + 50% of net-worth).⁹

- vi. While providing the margin trading facility, the broker shall be prudent and also ensure that there is no concentration on any single client. In any case, the exposure to any single client at any point of time shall not exceed 10% of the "total exposure" of the broker, (calculated as per para 4.6 (v) above).

4.7 Margin requirements

The initial and maintenance margin for the client shall be a minimum of 50% and 40% respectively, to be paid in cash. For this purpose;

- i. "initial margin" would mean the minimum amount, calculated as a percentage of the transaction value, to be placed by the client, with the broker, before the actual purchase. The broker may advance the balance amount to meet full settlement obligations.
- ii. "Maintenance margin" would mean the minimum amount, calculated as a percentage of the market value of the securities, calculated with respect to the last trading day's closing price, to be maintained by the client with the broker.

When the balance deposit in the client's margin account falls below the required maintenance margin, the broker shall promptly make margin calls. However, no further exposure can be granted to the client on the basis of any increase in the market value of the securities.

The exchange/broker shall have the discretion to increase the margins (as mentioned above) and in such a case, the margin call shall be made, as and when required.

Fixed deposits with banks and Bank Guarantees shall be treated as cash equivalents and shall be considered as acceptable form of initial and maintenance margins for the purpose of availing the Margin Trading Facility.¹⁰

4.8 Liquidation of securities by the broker in case of default by the client

The broker may liquidate the securities if the client fails to meet the margin call made by the broker or fails to deposit the cheques on the day following the day

⁹ Circular no. SEBI/MRD/SE/SU/Cir-16/04 dated March 31, 2004

¹⁰ Circular No. MRD/DoP/SE/Cir-08/2005 dated March 4, 2005



on which the margin call has been made or where the cheque deposited by the client has been dishonoured.

The broker may also liquidate the securities in case the client's deposit in the margin account (after adjustment for mark to market losses) falls to 30% or less of the latest market value of the securities, in the interregnum between making of the margin call and receipt of payment from the client.

However, the broker shall not liquidate or use in any manner the securities of the client in any situation other than the ones mentioned above.

4.9 Maintenance of Records

The broker shall maintain separate client wise accounts of the securities purchased on margin trading with depositories and shall enable the client to observe the movement of securities from his account (through internet). The broker shall also maintain a separate record of details (including the sources) of funds used for the purpose of margin trading.

The books of accounts, maintained by the broker, with respect to the margin trading facility offered by it, shall be got audited on a half yearly basis. The broker shall submit an auditor's certificate to the exchange/s, within one month from the date of the half year ending 31st March and 30th September of a year certifying, inter alia, the extent of compliance with the conditions of margin trading facility.

SEBI and the stock exchange/s shall have the right to inspect the books of accounts and/or any other documents maintained by the broker with respect to the margin trading facility.

4.10 Disclosure of exposure to the Margin Trading Facility

The broker shall disclose to the stock exchange/s details on gross exposure including name of the client, Unique Identification Number (UIN) under the SEBI (Central Database of Market Participants) Regulations, 2003, name of the scrip and if the broker has borrowed funds for the purpose of providing margin trading facility, name of the lender and amount borrowed, on or before 12 noon on the following day.

The stock exchange/s shall disclose the scrip wise gross outstanding in margin accounts with all brokers to the market. Such disclosure regarding margin trading done on any day shall be made available after the trading hours on the following day, through its website.

The formats for such disclosures by the broker to the exchange and the exchange to the public are enclosed at [Annexure 2 and 3](#) respectively.

The stock exchanges shall also put in place a suitable mechanism to capture and maintain all relevant details including member-wise, client-wise, scrip-wise information and source of funds of the members, pertaining to margin trading on their exchange, both on daily as well as on cumulative basis.

4.11 Arbitration

The arbitration mechanism of the exchange would not be available for settlement of disputes, if any, between the client and broker, arising out of the margin trading facility. However, all transactions done on the exchange, whether normal or through margin trading facility, shall be covered under the arbitration mechanism of the exchange.

4.12 Usage of Investor Protection Fund and Trade/Settlement Guarantee Fund

The amounts lying in the aforesaid funds would not be available for settling any loss suffered in connection with the margin trading facility. However, the aforesaid funds will continue to be available for all transactions done on the exchange, whether normal or through margin trading facility.

4.13 General provisions

The brokers wishing to extend the facility of margin trading to their clients would be required to obtain prior permission from the exchange/s where the margin trading facility is proposed to be provided. The exchange shall have the right to withdraw this permission at a later date, after giving reasons for the same.

A broker should take adequate care and exercise due diligence before providing margin trading facility to any client. Any broker providing margin trading facility to a client shall ensure that the client has obtained a Unique Identification Number (UIN) under the SEBI (Central Database of Market Participants) Regulations, 2003.

A client will be allowed to obtain margin trading facility from one broker per exchange for buying securities in that exchange. To ensure this, it shall be obligatory on the part of every broker to,



- a) obtain a declaration from his client whether he has availed of any margin trading facility from any broker in any exchange, or whether his request for margin trading with any broker was rejected and if so, in both the cases, obtain the name of the broker and his registration number; and
- b) also verify the details from the concerned broker/s.

Before providing margin trading facility to a client who has already availed of margin trading facility from another broker in the same exchange, the broker shall ensure that the client has liquidated his outstanding in the margin trading account with the other broker, and obtain a certificate to this effect in writing from that broker.



SECTION - 5 : MARKET MAKER

5.1 Guidelines for Market Maker¹¹

With the view to infuse liquidity in the market, the concept of market maker was proposed. Since the introduction of electronic trading and “order matching” system in all the stock exchanges there has been a reduction in transaction costs, speedier execution of trades and gains in liquidity. The volumes have risen a hundred fold in respect of many shares. Increase in trading volume on the exchanges, however, has not been reflected always in the liquidity of all the listed shares. There are a large number of shares that are not actively or frequently traded although many of them have some fundamental strength and intrinsic value. The introduction of market making facility for such shares could be a possible means to infuse liquidity in such shares. The guidelines for market maker as provided in the annexure are enumerated below.

Annexure

Over the past several years the securities market has witnessed a sea change. The market has become more modern in terms of infrastructure, adoption of best international practices and introduction of competition. With the maturity of the regulatory framework and increased market surveillance, the market has also become safer and investor is better protected. The extensive reforms introduced by SEBI over the last few years have enhanced the integrity, transparency and efficiency of the operations of the securities market. The introduction of electronic trading and “order matching” system in all the stock exchanges, have led to reduction in transaction costs, speedier execution of trades and gains in liquidity. The, spreads have dropped by a factor of 10 and volumes have risen a hundred fold in respect of many shares. Increase in trading volume on the exchanges, however, has not been reflected always in the liquidity of all the listed shares. There are a large number of shares that are not actively or frequently traded although many of them have some fundamental strength and intrinsic value. The introduction of market making facility for such shares could be a possible means to infuse liquidity in such shares.

In the year 1993 guidelines for the Market Makers were issued vide our circular no.SMD/SED/93/11362 dated August 05, 1993. However, the scheme did not elicit adequate response. With a view to study the concept of “Market Making” and to draft operational procedures for market making, eligibility criteria for Market Makers, risk containment measures, etc, SEBI constituted a Committee on

¹¹ Circular No. SMDRP/POLICY/CIR-04/2000 dated January 20, 2000.

March 24, 1998 under the chairmanship of Shri G P Gupta, then Chairman, UTI and current Chairman and Managing Director of IDBI. The Committee submitted its report to SEBI in August 31, 1999.

The Market Maker would operate under the regulatory framework as envisaged and laid out herewith in these guidelines. The Exchange would act as a SRO for the purposes of monitoring and effective operations of the Market Makers. The Exchanges have been accorded flexibility to make modifications to the scheme to make it more attractive to the Market Maker to take up commitments under this scheme, however, the terms of selection of scrips, the capital adequacy norms and the risk containment measures such as the price bands and margins would not be altered from those stipulated in these guidelines.

5.1.1 Criterion for selection of scrips for Market Making

The stock exchanges shall formulate its own benchmarks for selecting the scrips for market making, however, the shares satisfying any of the following criteria would not be eligible for market making :-

- Shares included in the BSE Sensex of the Stock Exchange, Mumbai and the S&P CNX Nifty of the NSE;
- Share where the average number of trades is more than 50;
- Shares where the value of trades on a daily basis is more than Rs.10,00,000/-;
- Shares where the company is not in operation and the Networth erosion is beyond 50%

The list of scrips eligible for market making shall be reviewed by the exchanges so as to shift the scrips from one category to the other, after an observation period of two-three months to ensure permanence in the trend.

The market making would be on a voluntary basis for these shares. But, if Market Maker is not available for such shares, the share will continue to be traded under the existing system.

5.1.2 Exclusivity of Market Makers

If a share is eligible for market making and Market Makers are available, then, the share would trade only under a quote driven system and all orders must flow through Market Makers.

5.1.3 Number of Market Makers for each share

There would not be more than five Market Makers in any of the eligible shares on an exchange who will be selected on the basis of objective criteria to be evolved by the Exchange which would include capital adequacy, networth, infrastructure, minimum volume of business etc.

5.1.4 Qualifications for a registered Market Maker

Any member of the Exchange would be eligible to act as Market Maker provided he meets the criteria laid down by the exchange. The member brokers desirous of acting as Market Maker in the eligible scrips shall apply to the concerned stock exchange for registration as Market Makers.

5.1.5 The obligations and responsibilities of Market Makers

The Market Maker shall fulfil the following conditions to provide depth and continuity in trading the shares:

- (a) The Market Maker shall be required to provide a 2-way quote on a continuous basis;
- (b) The minimum depth of the quote shall be Rs.5,000/- or one market lot whichever is higher;(in case of demat shares, for which there is no market lot, the same market lot as existed in the physical segment would be applicable for this purpose.)
- (c) The quote shall be provided in such a way that the quotes are not absent from the screen for more than 30 minutes at a time;
- (d) Execution of the order on a continuous basis at the quoted price and quantity must be guaranteed by the Market Maker;
- (e) the Market Maker must give commitment to buy and sell shares upto a certain quantity in which they make markets;
- (f) The Market Maker will be eligible to change quotes even if no transaction has been executed at the displayed quote. In any case the obligation of the Market Maker will end at 1% less than the circuit filter limits;
- (g) The Market Maker may compete with other Market Makers for better quotes to the investors;
- (h) Once registered as a Market Maker, he has to start providing quotes within 5 trading days of registration and shall be subject to the guidelines laid down for market making by the exchange.
- (i) Once registered as a Market Maker, he has to mandatorily act in that capacity for a minimum period of three months.



5.1.6 Rights of the Market Maker

The Market Maker has the right to information about the share, in which he is making the market including the availability of trading and financial information, performance of the company in the last three years, etc. on a continuous basis.

5.1.7 Voluntary De-registration

The Market Makers may be allowed to de-register voluntarily from a particular share(s) provided it has fulfilled its obligations for a minimum period of three months and a one-month notice is given to the exchange.

5.1.8 Compulsory De-registration

If a Market Maker fails to fulfil his obligations as a Market Maker for more than three consecutive trading days, he will automatically stand de-registered from that share and may not be permitted to act as a Market Maker for any other security for a minimum period of three months.

5.1.9 Dissemination of Information

- a) The exchange should disseminate a list of Market Makers in a share to the public
- b) Exchange should disseminate the price and volume of turnover in shares eligible for market making.

5.1.10 Number of Shares per Market Maker

The number of companies in whose shares a Market Maker would make market should be linked to his capital adequacy.

5.1.11 Risk Containment Measures and monitoring for Market Makers

Margins

All applicable margins should be levied and collected without any waiver/exemption.

Capital Adequacy



The exchanges would prescribe the capital adequacy requirement for its members commensurate with a number of companies in which Market Maker proposes to make market, the type of shares, and keeping in mind that the Market Maker works against the market and thus bear the brunt of the adverse trend. The monitoring of this requirement would be done by the exchange and any violation of this requirement would be liable for punitive action to be taken by the Disciplinary Action Committee (DAC) of the Exchange, which may also include monetary penalty apart from the trade restriction as decided by the DAC. An exchange may lay down additional criteria also for Market Makers as risk containment measures.

Price Band and Spreads

There would be no change to the circuit filters or price bands, which are imposed by SEBI from time to time for the shares in which market making is available. The spreads between the bid and ask price would be as follows:-

For shares priced

Upto Rs 10	-	no limit on spreads
>Rs. 10 and upto Rs 20	-	10% maximum spread
>Rs. 20/- and upto Rs.50/--	-	5% maximum spread
>Rs.50/- and upto Rs. 100/-	-	4% maximum spread
>Rs. 100/-	-	3% maximum spread



SECTION - 6: NEGOTIATED DEALS

6.1 Negotiated Deals¹²

- i. All negotiated deals (including cross deals) **shall not be permitted** except for those which are executed on the screens of the exchanges in the price and order matching mechanism of the exchanges just like any other normal trade. Provided, however, that Foreign Institutional Investors (FIIs) can avail of the provisions of the special bargains on the exchanges in accordance with their bye-laws or obtain suitable exemptions from exchanges for purchases or sales between FIIs in such companies where the ceiling of FII investment of 24% or 30 % as the case may be, has been reached.
- ii. Negotiated deals in listed corporate debt securities shall not be permitted and all such trades will have to be executed on the price and order matching mechanism of the stock exchanges as in the case of equities.
- iii. Government debt securities and money market instruments are under the regulatory jurisdiction of RBI and do not fall within the purview of SEBI. Therefore the aforesaid decision will not apply to such securities.
- iv. Exemptions would also be granted for dis-investment of Public Sector Enterprises by **SEBI on a case to case basis**.¹³
- v. No Exchange shall allow the 'All or None' or 'Minimum Fill' order facility in their trading system.¹⁴

¹² Circular No. SMDRP/POLICY/CIR-32/99 dated September 14, 1999.

¹³ Circular No. SMDRP/Policy/Cir-41/2000 dated September 11, 2000

¹⁴ Circular No. SMDRP/POLICY CIR-2/99 dated January 14, 1999.



SECTION - 7 : ODD LOT

7.1 Trading and Settlement of trades in dematerialised securities¹⁵

The stock exchanges should provide an additional trading window, which would give one time facility for small investors to sell physical shares (which are in compulsory demat list) not exceeding 500 shares in number irrespective of their value.

This facility shall be available only to registered holders of shares. The shares standing in the name of individuals/HUF shall alone constitute a good delivery. The selling/delivering member must necessarily be the introducing member. The buyers of the shares shall not be permitted to reintroduce the shares in the market in the physical form. This facility should be made available on all trading days.

15 Circular No. SMDRP/Policy/Cir.- 21/99 dated July 08, 1999

SECTION - 8: PERMANENT ACCOUNT NUMBER

8.1 Mandatory PAN requirement for transaction in Cash Market¹⁶

PAN shall be mandatory for all entities/ persons who are desirous of transacting in the securities market.

The Stock exchanges shall ensure that the members of their exchanges shall;

- i. 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.
- ii. Cross-check 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>.
- iii. Upload details of PAN so collected to the Exchanges as part of unique client Code.

8.2 PAN as a sole identification number for all transactions in the securities market¹⁷

In light of the Hon'ble Finance Minister's announcement in the Union Budget for the year 2007-08, and in order to strengthen the (Know Your Client) KYC norms and identify every participant in the securities market, it has been decided that PAN would be the sole identification number for all participants transacting in the securities market, irrespective of the amount of transaction.

8.3 Incase of Central and State Govt., and officials appointed by courts¹⁸

In the view of Rule 114 C (1)(c) of Income Tax Rules, PAN may not be insisted in the case of securities market transactions undertaken on behalf of Central Government and State Government, and by the officials appointed by the courts e.g. Official liquidator, Court receiver etc. (under the category of Government).

¹⁶ Circular No. MRD/DoP/SE/Cir- 8/2006 dated July 13, 2006.

¹⁷ Circular No. MRD/DoP/Cir-05/2007 dated April 27, 2007.

¹⁸ Circular No. MRD/DoP/Cir-20/2008 dated June 30, 2008.

8.4. Exemptions for Investors in Sikkim¹⁹

In the light of the observations of the Hon'ble High Court of Sikkim in its Order dated March 31, 2006 as forwarded by the Sikkim Chamber of Commerce vide their letter No.See/52/06-07 dated May 11, 2006, the investors residing in the State of Sikkim are exempted from the mandatory requirement of PAN for-

- (a) DP
- (b) Broker
- (c) MF

However, this would be subject to the DP / Broker / MF verifying the veracity of the claim of the investors that they are residents of Sikkim, by collecting sufficient documentary evidence in support of their address as provided in the SEBI Circular No.MRD/DoP/Dep/Cir-29/2004 dated August 24, 2004.

8.5 Incase of FIIs/Institutional Clients²⁰

The custodians are advised to verify the PAN details of the institutional clients with the original PAN card and provide copy of such verified PAN details to the brokers duly certified. This would be applicable in respect of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956.

As regards proof of address of FIIs/sub-accounts, a copy of the Power of Attorney (POA) given by the FIIs/FII sub-accounts to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address of the FIIs/sub-accounts can be accepted as proof of address.

8.6 Incase of UN entities and multilateral agencies which are exempted from paying taxes/ filling tax returns in India²¹

UN entities/ multilateral agencies which are exempt from paying taxes/filling tax returns in India are exempt from the mandatory requirement of PAN, subject to the DPs collecting documentary evidence in support of such claim of investors.

¹⁹ Circular No. MRD/DoP/Dep/Cir-09/06 dated July 20, 2006.

²⁰ Circular No. MRD/DoP/Dep/SE/Cir-13/06 dated September 26, 2006.

Circular No. MRD/DoP/Dep/Cir-09/06 dated July 20, 2006.

²¹ Circular No. MRD/DoP/Dep/Cir-09/06 dated July 20, 2006.

8.7 Incase of HUF, Association of Persons (AoP), Partnership Firm, unregistered Trust, Registered Trust, Corporate Bodies, minors, etc.²²

The BO account would be in the name of natural persons, PAN of the respective HUF, AoP, Partnership Firm, Unregistered Trust, etc shall be obtained.

As regards Registered Trust, Corporate Bodies and minors, PAN of the respective entities shall be obtained when accounts are opened in their respective names.

8.8 Incase of Slight mismatch in PAN card details as well as difference in maiden name and current name (predominantly in the case of married women) of the investors²³

DPs can collect the PAN card proof as submitted by the account holder. However, this would be subject to the DPs verifying the veracity of the claim of such investors by collecting sufficient documentary evidence in support of the identity of the investors as provided in the SEBI Circular No. MRD/DoP/Dep/Cir-29/2004 dated August 24, 2004.

8.9 Incase of NRI/PIOs²⁴

The Directorate of Income Tax (Systems), has issued guidelines, facilitating the citizens of India residing outside India, Foreign citizens and other persons (like companies/ trusts/ firms) having no office of their own in India to obtain PAN based on the copy of their passport as ID proof and a copy of passport/ bank account in the country of residence as address proof.

In the light of the above, the facility of opening a “limited purpose BO/ Trading account” by them without PAN has been withdrawn.

8.10 PAN requirement for transfer of shares in physical form^{25 26}

As regards transfer of shares in physical form of listed companies, for securities market transactions and off-market/ private transactions, it shall be mandatory

²² Circular No. MRD/DoP/Dep/Cir-09/06 dated July 20, 2006.

²³ Circular No. MRD/DoP/Dep/SE/Cir -09/06 dated July 20, 2006.

²⁴ Circular No. MRD/DoP/Dep/SE/Cir -17/06 dated October 27, 2006.

²⁵ Circular No. MRD/DoP/ Cir-05/2009 dated May 20, 2009.

²⁶ Circular No. SEBI/MRD/DoP/SE/RTA/Cir-03/2010 dated January 07, 2010



for the transferee(s) to furnish copy of PAN card to the Company/RTAs for registration of such transfer of shares.

It shall be also be mandatory to furnish a copy of PAN in the following cases -

- a. Deletion of name of the deceased shareholder(s), where the shares are held in the name of two or more shareholders.
- b. Transmission of shares to the legal heir(s), where deceased shareholder was the sole holder of shares.
- c. Transposition of shares - when there is a change in the order of names in which physical shares are held jointly in the names of two or more shareholders.

Incase of mismatch in PAN card details as well as difference in maiden name and current name (in case of married women) of the investors -

The RTAs can collect the PAN card as submitted by the transferee(s). However, this would be subject to the RTAs verifying the veracity of the claim of such transferee(s) by collecting sufficient documentary evidence in support of the identity of the transferee(s) as provided for at para. 2 in the SEBI circular no.MRD/DoP/Dep/Cir-29/2004 dated August 24, 2004 read with SEBI circular no. MRD/DoP/Cir-08/2007 dated June 25, 2007.

SECTION - 9: PROPRIETARY TRADING

9.1 Disclosure of Proprietary Trading by Broker to Client²⁷

With a view to increase the transparency in the dealings between the broker and the client, every broker shall disclose to his client whether he does client based business or proprietary trading as well.

- i. The broker shall disclose the aforesaid information to his existing clients within a period of one month from the date of this circular.
- ii. Further, the broker shall disclose this information upfront to his new clients at the time of entering into the Know Your Client agreement.

In case of a broker who at present does not trade on proprietary account, chooses to do so at a later date, he shall be required to disclose this to his clients before carrying out any proprietary trading.

9.2 Pro-account Trading Terminal²⁸

Pro-account should be used by the broker to place orders of member of the broking firm. It has been observed that certain members are putting large number of orders on pro-account from various locations rather than using “pro-account” at the terminals located at the corporate office from where the owner / directors normally function. It has further been observed that these trades executed from various locations under “pro-account” are, many a time, transferred subsequently to the respective clients in the back office of the members. This practice is in clear violation of the requirement of putting the orders of clients under the appropriate client code through trading terminals.

In order to prevent any misuse if this facility, if any, stock exchanges should ensure the following:-

- i. Facility of placing orders on “pro-account” through trading terminals shall be extended only at one location of the members as specified / required by the members

²⁷ Circular no. SEBI/MRD/SE/Cir- 42 /2003 dated November 19, 2003.

²⁸ Circular no. SEBI/MRD/SE/Cir- 32/2003/27/08 dated August 27, 2003.



- ii. Trading terminals located at places other than the above location shall have a facility to place orders only for and on behalf of a client by entering client code details as required / specified by the Exchange / SEBI.
- iii. In case any member requires the facility of using “pro-account” through trading terminals from more than one location, such member shall be required to submit an undertaking to the stock exchange stating the reason for using the “pro-account” at multiple locations and the stock exchange may, on case to case basis after due diligence, consider extending the facility of allowing use of “pro-account” from more than one location.

SECTION - 10 : SHORT SELLING AND SECURITIES LENDING AND BORROWING SCHEME

10.1 Broad Framework for Short Selling and Securities Lending and Borrowing^{29 30}

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Pursuant to the recommendations of the Secondary Market Advisory Committee (SMAC) of SEBI it was decided to permit all classes of investors to short sell. In order to provide a mechanism for borrowing of securities to enable settlement of securities sold short, it has also been decided to put in place a full-fledged securities lending and borrowing (SLB) scheme for all market participants in the Indian securities market under the over-all framework of "Securities Lending Scheme, 1997" of SEBI. The Securities Lending Scheme was notified by SEBI on February 06, 1997. The guidelines for this facility of short selling and framework for securities lending and borrowing are specified in *Annexure 1 and 2*.

To enable the mechanism of short selling, the facility of securities lending and borrowing (SLB) scheme, was put in place for all market participants, under the overall framework of "Securities Lending Scheme, 1997" of SEBI.

10.2 Annexure 1 - Broad framework for short selling

1. "Short selling" shall be defined as selling a stock which the seller does not own at the time of trade.
2. All classes of investors, viz., retail and institutional investors, shall be permitted to short sell.
3. Naked short selling shall not be permitted in the Indian securities market and accordingly, all investors would be required to mandatorily honour their obligation of delivering the securities at the time of settlement.
4. No institutional investor shall be allowed to do day trading i.e., square-off their transactions intra-day. In other words, all transactions would be grossed for institutional investors at the custodians' level and the institutions would be required to fulfill their obligations on a gross basis. The custodians, however, would continue to settle their deliveries on a net basis with the stock exchanges.

²⁹ Circular No. MRD/DoP/SE/Dep/Cir- 14 /2007 dated December 20, 2007.

³⁰ Circular No. MRD/DoP/SE/Cir- 31 /2008 dated October 31, 2008

³¹ Circular No SEBI/MRD/DoP/SE/Dep/Cir- 01 /2010 dated January 06, 2010



5. The stock exchanges shall frame necessary uniform deterrent provisions and take appropriate action against the brokers for failure to deliver securities at the time of settlement which shall act as a sufficient deterrent against failure to deliver.
6. A scheme for Securities Lending and Borrowing (SLB) shall be put in place to provide the necessary impetus to short sell. The introduction of a fullfledged securities lending and borrowing scheme shall be simultaneous with the introduction of short selling by institutional investors.
7. The securities traded in F&O segment shall be eligible for short selling. SEBI may review the list of stocks that are eligible for short selling transactions from time to time.
8. The institutional investors shall disclose upfront at the time of placement of order whether the transaction is a short sale. However, retail investors would be permitted to make a similar disclosure by the end of the trading hours on the transaction day.
9. The brokers shall be mandated to collect the details on scrip-wise short sell positions, collate the data and upload it to the stock exchanges before the commencement of trading on the following trading day. The stock exchanges shall then consolidate such information and disseminate the same on their websites for the information of the public on a weekly basis. The frequency of such disclosure may be reviewed from time to time with the approval of SEBI.

10.3 Annexure 2 - Broad framework for securities lending and borrowing

1. The stock exchanges shall put in place, a full fledged securities lending and borrowing(SLB) scheme, within the overall framework of "Securities Lending Scheme, 1997" (the scheme), that is open for all market participants in the Indian securities market.
2. To begin with, the SLB shall be operated through Clearing Corporation/Clearing House of stock exchanges having nation-wide terminals who will be registered as Approved Intermediaries (AIs) under the SLS, 1997.



3. The SLB shall take place on an automated, screen based, order-matching platform which will be provided by the AIs. This platform shall be independent of the other trading platforms.
4. To begin with, the securities traded in F&O segment shall be eligible for lending & borrowing under the scheme.
5. All categories of investors including retail, institutional etc. will be permitted to borrow and lend securities. The borrowers and lenders shall access the platform for lending/borrowing set up by the AIs through the clearing members (CMs) (including banks and custodians) who are authorized by the AIs in this regard.
6. The AIs, CMs and the clients shall enter into an agreement (which may have one or more parts) specifying the rights, responsibilities and obligations of the parties to the agreement. The agreement shall include the basic conditions for lending and borrowing of securities as prescribed under the scheme. In addition to that, AIs may also include suitable conditions in the agreement to have proper execution, risk management and settlement of lending and borrowing transactions with clearing member and client. Given the nature of the client base, while the major responsibility of ensuring compliance with “Know Your Client” (KYC) norms in respect of the clients rests with CMs, the exact role of AIs/CMs vis-à-vis the clients in this regard needs to be elaborated in the aforesaid agreement between the AI/CMs/clients. In this regard, there would be one master agreement with two individual parts to the same. The first part of the agreement would be between the AIs and the CMs and the second part of the agreement would be between the CMs and the clients. There would be adequate cross referencing between the two parts of the agreement so that all the concerned parties, viz., the AIs/CMs and the clients agree completely and are aware of all the provisions governing the SLB transactions between them. However, there shall be no direct agreement between the lender and the borrower. The CM will attach a certified copy of the first part of the agreement signed with the AI in the second part of the agreement signed with each client. The model agreements in this regard would be devised by the stock exchanges.
7. The AIs shall allot a unique ID to each client which shall be mapped to the Permanent Account Number (PAN) of the respective clients. The AIs shall put in place appropriate systemic safeguards to ensure that a client is not able to obtain multiple client IDs.

8. The tenure of contracts in SLB may be upto a maximum period of 12 months. The Approved Intermediary (Clearing corporation/ Clearing House) shall have the flexibility to decide the tenure (maximum period of 12 months).³²
9. The settlement cycle for SLB transactions shall be on T+1 basis. The settlement of lending and borrowing transactions shall be independent of normal market settlement.
10. The settlement of the lending and borrowing transactions shall be done on a gross basis at the level of the clients i.e. no netting of transactions at any level will be permitted.
11. AIs would frame suitable risk management systems to guarantee delivery of securities to borrower and return of securities to the lender. In the case of lender failing to deliver securities to the AI or borrower failing to return securities to the AI, the AI shall conduct an auction for obtaining securities. In the event of exceptional circumstances resulting in non-availability of securities in auction, such transactions would be financially closed-out at appropriate rates, which may be more than the rates applicable for the normal close-out of transactions, so as to act as a sufficient deterrent against failure to deliver securities.
12. Position limits at the level of market, CM and client shall be decided from time to time by AIs in consultation with SEBI. To begin with (a) the market-wide position limits for SLB transactions shall be 10% of the free-float capital of the company in terms of number of shares (b) No clearing member shall have open position of more than 10% of the market-wide position limits or Rs. 50 crore (base value), whichever is lower (c) For a FII/MF, the position limits shall be the same as of a clearing member (d) The client level position limits shall be not more than 1% of the market-wide position limits.
13. There shall be no lending/borrowing activity during the periods of corporate action in the security and shall be disclosed by AI to the market. Details of treatment of corporate actions during the tenure, such as Dividend, stock split etc., are specified as below:
 - a. Dividend: The dividend amount would be worked out and recovered from the borrower at the time of reverse leg and passed on to the lender.

³² Circular No SEBI/MRD/DoP/SE/Dep/Cir- 01 /2010 dated January 06, 2010



- b. Stock split: The positions of the borrower would be proportionately adjusted so that the lender receives the revised quantity of shares.
 - c. Other corporate actions such as bonus/ merger/ amalgamation / open offer etc: The transactions would be foreclosed from the day prior to the ex-date. The lending fee would be recovered on a pro-rata basis from the lender and returned to the borrower.
14. Any borrowing/lending and return of securities would not amount to purchase/disposal/transfer of the same for the purpose of compliance with the extant FDI/FII limits and the norms regarding acquisition of shares/disclosure requirements specified under the various Regulations of SEBI.
 15. Adequate systems shall be put in place by the stock exchanges/Depositories to distinguish the SLB transactions from the normal market transactions in the demat system.
 16. AIs shall provide suitable arbitration mechanism for settling the disputes arising out of the SLB transactions executed on the platform provided by them.
 17. AIs shall disseminate in public domain, the details of SLB transactions executed on the platform provided by them and the outstanding positions on a weekly basis. The frequency of such disclosure may be reviewed from time to time with the approval of SEBI.
 18. The time for SLB session from the one hour to the normal trade timings of 9:55 am to 3:30 pm.
 19. Margins in SLB allowed to be taken in the form of cash and cash equivalents.
 20. The lender / borrower shall be provided with a facility for early recall / repayment of shares.
 21. In case the borrower fails to meet the margin obligations, the Approved Intermediary (AI) shall obtain securities and square off the position of such defaulting borrower, failing which there shall be a financial close-out.
 22. In case lender recalls the securities anytime before completion of the contract, the AI on a best effort basis shall try to borrow the security for the

balance period and pass it onward to the lender. The AI will collect the lending fee from the lender who has sought early recall.

23. In case of early recall by the lender, the original contract between the lender and the AI will exist till the contract with the new lender for the balance period is executed and the securities returned to the original lender.
24. In case of early repayment of securities by the borrower, the margins shall be released immediately on the securities being returned by the borrower to the AI. The AI shall on a best effort basis, try to onward lend the securities and the income arising out of the same shall be passed on to the borrower making the early repayment of securities.
25. In case AI is unable to find a new borrower for the balance period, the original borrower will have to forego lending fee for the balance period.
26. In case of early recall by lender or early repayment of securities by borrower, the lending fee for the balance period shall be at a market determined rate.

10.4 Operationalisation of Short Selling and Securities Lending and Borrowing³³

The Short Selling and Securities Lending and Borrowing Scheme were operationalised with effect from April 21, 2008.

³³ Circular No. MRD/DoP/SE/Cir- 05 /2008 dated March 19, 2008.



SECTION - 11: SPOT AND OFF-THE-FLOOR TRANSACTIONS³⁴

11.1 Spot and Off-the-Floor transactions

With regard to reporting of transaction both spot and off-the floor:

- i. Brokers are required to report all transactions done on a spot basis on the same day to the exchange.
- ii. Brokers are required to report on the same day all transactions adjusted in their books -whether between two clients or whether between a client and the broker as a principal to the exchange.

³⁴ Circular No. SMD/RCG/CIR/(BKG)/293/95 dated March 14, 1995.



SECTION - 12: SECURITIES TRANSACTION TAX

12.1 Implementation of Securities Transaction Tax³⁵

As per Union Budget for 2004-2005 Securities Transaction Tax (STT) shall be levied on all transactions done on the stock exchange.

The stock exchanges have been entrusted with the responsibility of levying, collection and remittance of the STT on all transactions from the date of notification by the Government of India. The Government of India will have to ensure the necessary systems and procedures are put in place for proper implementation as per STT rules, September 28, 2004, notified by the government.

No stock exchange shall permit trading activity unless it implements necessary software and procedures for the levy, collection and remittance of STT and that the MDs/EDs/Administrators of the respective exchanges certify to the effect that necessary systems and procedures are in place for the said purpose.

SECTION - 13 : TIME STAMPING OF ORDERS

13.1 Time Stamping of Orders³⁶

Broker member(s) have to maintain record of time when the client places the order and reflect the same in contract note along with the time of execution of the order.

³⁵ Circular No. MRD/DoP/SE/Cir-28/2004 dated August 23, 2004

³⁶ Circular No. SMD/POLICY/IECG/1 – 97 dated February 11, 1997.

SECTION - 14 : TRADING IN GOVERNMENT SECURITIES

14.1 Government Securities³⁷

Trading in government securities can be done in demat using Subsidiary General ledger (SGL), by entities who have an account with the RBI. These entities are allowed to open Constituent Subsidiary General Ledger (CSGL) accounts on behalf of their client in order to facilitate trading of government securities in the demat form. RBI has mentioned in detail steps for eliminating trading of government securities in the physical form.

Reserve Bank of India has been encouraging holding of government securities in the dematerialized mode in the following ways:

- All entities having a Subsidiary General Ledger (SGL) account with RBI are allowed to open Constituent Subsidiary General Ledger (CSGL) accounts on behalf of their clients.
- Although being non-banks, depositories (NSDL/CDSL) and organisations such as SHCIL have been provided an additional SGL account to open CSGL accounts on behalf of their clients.
- The cost of postage incurred by the depositories on remitting interest and redemption proceeds is being reimbursed by RBI so as to encourage dematerialized holding and retail participation in Gilts.
- Guidelines have been issued to the banks prescribing the safeguards to be adopted for maintenance of CSGL accounts.

To impart transparency in government securities traded by clients (through CSGL accounts), a special feature has been incorporated in the Negotiated Dealing System (NDS) for reporting and settlement of such trades. Provision has also been made in the NDS for giving quotes on behalf of clients i.e. CSGL account holders.

³⁷ Circular No. SMDRP/POLICY/CIR-14/2002 dated June 25, 2002.

SECTION - 15: UNIQUE CLIENT CODE

15.1 Unique Client Code³⁸

It shall be mandatory for the broker to use unique client code for all clients. For this purpose the broker shall collect and maintain in their back office the Permanent Account Number (PAN) allotted by the Income Tax Department for all their clients.

Incase of other entities –

1. Brokers shall verify the documents with respect to the unique code retain a copy of the document.
2. The brokers shall also be required to furnish the above particulars of their clients to the stock exchanges/clearing corporations and the same would be updated on a monthly basis. Such information for a specific month should reach the exchange within 7 working days of the following month.³⁹
3. The stock exchanges shall be required to maintain a database of client details submitted by brokers. Historical records of all quarterly submissions shall be maintained for a period of 7 years by the exchanges.

15.2 Unique Client Code for Mutual Funds and FIIs⁴⁰

MFs and the FIIs shall enter the unique client codes pertaining to the parent MF and parent FII at the order entry level and do allocation to the individual schemes of the MFs and sub-accounts of the FIIs in the post closing session.

³⁸ Circular No. SMDRP/Policy/CIR-39/2001 dated July 18, 2001.

³⁹ Circular no. SEBI/MRD/SE/Cir-34 /2003/29/09 dated September 29, 2003

⁴⁰ Circular No. SEBI/SMD/SE/11/2003/31/03 dated March 31, 2003.

Circular No. MRD/DoP/SE/Cir- 35/2004 dated October 26, 2004.



SECTION - 16: TRANSACTION CHARGES BY THE STOCK EXCHANGES.⁴¹

- 16.1** Transaction charges are being levied by the stock exchange on the trades executed on their trading platform.
- 16.2** Stock exchanges, while revising such transaction charges, are advised to ensure that:
- a) The stock exchange system is capable of handling additional load.
 - b) It does not affect the existing risk management system.
 - c) It does not favour selective trades or selective category of investor.
 - d) It does not encourage generation of artificial demand.
 - e) It does not result in any market irregularities.
 - f) It is uniformly applied to trades of similar nature.
 - g) It is imposed in fair and transparent manner.

⁴¹ Circular No MRD/DoP/SE/Cir-14/2009 dated October 14, 2009

SECTION 17 - PRESERVATION OF RECORDS⁴²

- 17.1** In supersession to SEBI circular no. SEBI/MRD/SE/Cir-15/2005 dated August 4, 2005 and SEBI/MRD/SE/Cir-23/05 dated December 22, 2005, Rules 14 and 15 of Securities Contracts (Regulation) Rules, 1957, require every recognized stock exchange and its members to maintain and preserve the specified books of account and documents for a period ranging from two years to five years. As per regulation 18 of SEBI (Stock Brokers & Sub-brokers) Regulations, 1992, every stock broker shall preserve the specified books of account and other records for a minimum period of five years. In case such documents are maintained in electronic form, provisions of Information Technology Act, 2000 in this regard shall be complied with.
- 17.3** Further, enforcement agencies like CBI, Police, Crime Branch etc. collect copies of the various records/documents during the course of their investigation. Therefore if a copy is taken by such enforcement agency either from physical or electronic record then the respective original is to be maintained till the trial or investigation proceedings have concluded.

⁴² Circular No MRD/DoP/SE/Cir- 21 /2009 dated December 9, 2009

**SECTION 18 - DISCLOSURE OF INVESTOR COMPLAINTS AND
ARBITRATION DETAILS ON STOCK EXCHANGE WEBSITE⁴³**

- 18.1** Stock Exchanges shall disclose the details of complaints lodged by clients / investors against trading members and companies listed in the exchange, in their website. The aforesaid disclosure shall also include details pertaining to arbitration and penal action against the trading members.
- 18.2** The format for the report for the aforesaid disclosure is given as [Annexure](#) to the circular, consisting of the following reports:
- a. Report 1A – Complaints received from clients against trading members during the current financial year.
 - b. Report 1B – Redressal of complaints lodged by clients against trading members during the previous financial year.
 - c. Report 1C – Redressal of complaints lodged by clients against trading members during the current financial year.
 - d. Report 2A – Complaints received from investors against listed companies during the current financial year.
 - e. Report 2B – Redressal of complaints lodged by investors against listed companies during the previous financial year.
 - f. Report 2C – Redressal of complaints lodged by investors against listed companies during the current financial year.
 - g. Report 3A – Disposal of arbitration proceedings (where client is a party) during the previous financial year.
 - h. Report 3B – Disposal of arbitration proceedings (where client is a party) during the current financial year.
 - i. Report 4A – Penal actions against trading members during the previous financial year.
 - j. Report 4B – Penal actions against trading members during the current financial year

⁴³ Circular No MRD/DoP/SE/Cir-10/2009 dated September 03, 2009

REFERENCE – List of Circulars

1. Circular No. SMD/RCG/CIR/(BKG)/293/95 dated March 14, 1995.
2. Circular No. SMD/POLICY/IECG/1 – 97 dated February 11, 1997
3. Circular No. SMDRP/POLICY CIR-2/99 dated January 14, 1999.
4. Circular No. SMDRP/POLICY/CIR-32/99 dated September 14, 1999.
5. Circular No. SMDRP/POLICY/CIR-04/2000 dated January 20, 2000
6. Circular No. SMDRP/Policy/Cir-41/2000 dated September 11, 2000
7. Circular No. SMDRP/POLICY/CIR-14/2002 dated June 25, 2002.
8. Circular No. SMDRPD/Policy/Cir-37 /2001 dated June 28, 2001
9. Circular No. SMDRP/Policy/CIR-39/2001 dated July 18, 2001.
10. Circular No. SEBI/SMD/SE/11/2003/31/03 dated March 31, 2003.
11. Circular No. SEBI/MRD/SE/Cir- 42 /2003 dated November 19, 2003.
12. Circular No. SEBI/MRD/SE/Cir- 32/2003/27/08 dated August 27, 2003.
13. Circular No. SEBI/MRD/SE/Cir-34 /2003/29/09 dated September 29, 2003
14. Circular No. SEBI/MRD/SE/Cir-7 /2004 dated January 14, 2004.
15. Circular No. SEBI/MRD/SE/Cir- 12/2004 dated February 26, 2004
16. Circular No. SEBI/MRD/SE/SU/Cir-15/04 dated March 19, 2004
17. Circular No. SEBI/MRD/SE/SU/Cir-16/04 dated March 31, 2004
18. Circular No. MRD/DoP/SE/Cir-28/2004 dated August 23, 2004
19. Circular No. MRD/DoP/SE/Cir- 35/2004 dated October 26, 2004.
20. Circular No. MRD/DoP/SE/Cir-08/2005 dated March 4, 2005
21. Circular No. MRD/DoP/SE/Cir- 19 /05 dated September 2, 2005
22. Circular No. MRD/DoP/SE/Cir- 8 /2006 dated July 13, 2006.
23. Circular No. MRD/DoP/Dep/Cir-09/06 dated July 20, 2006.
24. Circular No. MRD/DoP/Dep/SE/Cir -09/06 dated July 20, 2006.
25. Circular No. MRD/DoP/Dep/SE/Cir-13/06 dated September 26, 2006.
26. Circular No. MRD/DoP/Dep/SE/Cir -17/06 dated October 27, 2006
27. Circular No. MRD/DoP/Cir-05/2007 dated April 27, 2007.
28. Circular No. MRD/DoP/SE/Dep/Cir- 14 /2007 dated December 20, 2007.
29. Circular No. MRD/DoP/SE/Cir- 05 /2008 dated March 19, 2008
30. Circular No. MRD/DoP/Cir-20/2008 dated June 30, 2008.
31. Circular No. MRD/DoP/SE/Cir- 31 /2008 dated October 31, 2008
32. Circular No. SMDRP/Policy/Cir.- 21/99 dated
33. Circular No. MRD/DoP/ Cir-05/2009 dated May 20, 2009
34. Circular No MRD/ DoP / SE / Cir- 10 /2009 dated September 03, 2009
35. Circular No MRD/DoP/SE/Cir-14/2009 dated October 14, 2009
36. Circular No MRD/DoP/SE/Cir- 21 /2009 dated December 9, 2009
37. Circular No SEBI/MRD/DoP/SE/Dep/Cir- 01 /2010 dated January 06, 2010.
38. Circular No. SEBI/MRD/DoP/SE/RTA/Cir-03/2010 dated January 07, 2010.