



Goldmine Stocks Pvt. Ltd.

Ref. AP/2023-24/02

January 24, 2024

To,
Authorised Persons (APs)

Dear Associates,

Sub: Guidelines for monitoring & review of trading activities of the APs, Operation of Trading Terminals by the APs and Penalty provision on violation of the said guidelines

This is with reference to NSE circular no NSE/INSP/42448 dated October 18, 2019 and with ref. to Goldmine Letter ref. no AP/2023-24/01 dated May 25, 2023 regarding framework for supervision of Authorised Person (APs) and issued guidelines regarding monitoring and review of trading activities of the APs.

Each Authorized Person must adhere & always comply to the following guidelines of the exchange.

1. There is no movement of Funds and securities between the client and AP.
2. All order placed by AP on behalf of their clients, maintain call recording of each order executed through registered user of the AP. AP **must confirm the Client Code (UCC)** during call recording for placing client order.
3. The AP must have the necessary infrastructure like adequate office space, equipment, and manpower to effectively discharge the activities on behalf of the member. AP office situated only at location reported to the member at the time of registration.
4. In case of any changes in location/address of AP office. AP must intimate to the member (Goldmine) in advance with supporting documents of new location/office address and Notice Board and applicable SEBI registration certificate(s) should be immediately be put up at the new location.
5. There must be no cash dealings at the AP office.
6. AP must be maintaining **Visitor Register** at office location.
7. **Display below details on Notice Board** at AP office.
 - Details/information of trading member
 - SEBI registration certificate of the trading member
 - AP registration details
 - Information about the investor grievance redressal mechanism
 - Escalation Matrix etc.
8. Guidelines for Operation of Trading Terminals
 - All Terminals operated by AP only at location/address reported to the exchange.
 - Trading terminals situated at the place of AP office must be operated by approved & certified users only.
 - Trading terminals operated by AP only with valid certification.

Goldmine Stocks Pvt Ltd

Corporate Office: Goldmine House, 4 Niranjan Nirakar Society, Near Shreyas Railway Crossing, Ahmedabad, Gujarat 380007.

Ph: 079 26641080, E-mail: helpdesk@goldmine.co.in Website: www.goldmine.co.in

Member: NSE | BSE | MCX | CDSL | NSDL **SEBI Reg. No:** INZ000182938

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9. Approved users are as specified by exchange only, Terminals must be operated only by AP itself and Employee of the AP. If Terminal operated by employee of the AP, please keep ready evidence of salary payment i.e salary slips or Bank statement with entries of salary payment to the employee.
10. The AP must not deal with any other trading member/AP on behalf of its clients / self on the same Stock Exchange.
11. The Authorised Person must not be **involved in any fund-based activities / collecting deposits from investors / dabba trading / chit funds or any other such schemes.**
12. Proper segregation and demarcation is maintained at AP office in case terminal of a different member is operated by AP or any permissible activity other than the broking business is carried out.
13. Advertisements soliciting business must not be issued by the Authorised Person/Branch in newspapers /pamphlets/ journals/ magazines etc. without appropriate approvals.

Penalties/disciplinary action(s) applicable for non-adherence to the above compliance requirements:

Area of Observation	Applicable Penalty
Terminal operated by AP without valid certificate of approved user	Rs. 10,000/- per terminal and Disablement of terminal
Terminal operated other than approved user / person as specified above	Rs. 1,500/- per terminal
Terminal operated by AP from Locations other than Location registered with exchange	Rs. 1 Lakh per terminal
Voice recording facility not available at AP office	Rs. 10,000/- per terminal
Incorrect/wrong information or details providing at the time of Inspection	Rs. 25,000/- per inspection
- Any Cash dealing with Client - AP involved any fund based activity / dabba trading or any scheme which are not permitted by regulators - AP dealt with other member for its clients on the same stock exchange	Disablement of AP registration
Any advertisement related to securities market without prior approval from exchange	Rs. 10,000/- and/or more disciplinary action taken as applicable by regulators

(*Penalty charges will be change from time to time by regulators)

It is to be noted that any observations/violation/non-compliance(s) by the AP for any of the above guidelines shall be liable to penalty. Penalty amount as and when levied towards non-compliance by any of the regulatory authority shall be debited/recovered from the respective AP's account.

So, you all are advised to take note of the same and put in place systems and procedures to ensure strict adherence to the compliance requirements from time to time.

For and on behalf of

Goldmine Stocks Pvt Ltd

**Suken Panseriya
Compliance Officer**

Goldmine Stocks Pvt Ltd

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