

**MSE FINANCIAL SERVICES LTD.
NO.25 ABHIRAMAPURAM 3RD STREET
CHENNAI 600 018**

**POLICY FOR CLIENT CODE MODIFICATION
ALLOWED TO AUTHORISED PERSONS & BRANCHES**

On Line Modification only allowed subject to the following:

- Client code modification facilities shall be disabled from all the Dealers of Authorised Persons' terminals / Branches.
- Modification allowed only on request from the concerned Authorised Persons on a case-to-case basis.
- No request will be entertained from the Authorised Persons after the cut-off timings.
- The request should be in the prescribed format and it should be sent to MSE Financial Services Ltd. email id: trading@msefsl.com before 3.30 p.m. on the day of modification.
- Client code modification is allowed only on the following categories:
 - a. Genuine punching error/inadvertent typing error in client codes
 - b. Order entered for wrong client code due to communication error
 - c. Code modification within the family members
- Client code modification shall be carried out only from the Broker's Registered Office and not from the respective terminals located at Authorised Persons' office / Branches, with intimation to MSE Financial Services thru letter/email confirmation.
- While carrying out code modification, genuineness of the punching errors shall be verified against circumstantial evidences like similarities of codes, trades in immediately preceding codes, square off trades without holdings or position or any such other evidences shall have to be taken into account.
- On receipt of the above confirmation from the Authorised Persons, MSE Financial Services Ltd administrative staff will report client code changes electronically thru B E F S / NEAT Terminal provided by BSE / NSE within the time limits.
- Complete records of daily online trade modifications shall be maintained in soft form.
- Penalties as imposed by BSE / NSE will be debited to the concerned Authorised Person / client ledger on a monthly basis.