

## ***VISION***

- Facilitate client securities trading with the highest ethical standards and compliance, ensuring fairness and transparency to contribute to investor wealth creation.
- Contribute to a transparent, efficient, and investor-friendly Indian securities market by providing a safe, reliable, transparent, and trusted record-keeping platform for investors to hold and transfer securities in dematerialized form.

## ***MISSION***

- Deliver high-quality, reliable service through innovation, capacity building, and technology.
- Build and maintain trust and ethical relationships with investors.
- Adhere to the highest standards of compliance and transparency.
- Prioritize investor protection in all service delivery.
- Hold investor securities in dematerialized form, facilitating transfers while ensuring safekeeping and protecting investor interests.
- Provide timely and accurate information to investors regarding their holdings and security transfers.
- Offer superior investor education, awareness programs, and timely services to enhance investor protection and promote awareness of investor rights.

## ***Services provided to Investors***

- Execution of trades on behalf of investors.
- Issuance of Contract Notes.
- Issuance of intimations regarding margin due payments.
- Facilitate execution of early pay-in obligation instructions.
- Settlement of client's funds.
- Intimation of securities held in Client Unpaid Securities Account (CUSA) Account.
- Issuance of retention statement of funds.
- Risk management systems to mitigate operational and market risk.
- Facilitate client profile changes in the system as instructed by the client.
- Information sharing with the client w.r.t. exchange circulars.
- Redressal of Investor's grievances.
- Provide a copy of Rights & Obligations document to the client.
- Communicating Most Important terms and Conditions (MITC) to the client.

## ***Responsibilities of Investor***

- Deal with a SEBI registered DP for opening demat account, KYC and Depository activities.
- Provide complete documents for account opening and KYC (Know Your Client). Fill all the required details in Account Opening Form / KYC form in own handwriting and cancel out the blanks.
- Read all documents and conditions being agreed before signing the account opening form.

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- Accept the Delivery Instruction Slip (DIS) book from DP only (pre printed with a serial number along with client ID) and keep it in safe custody and do not sign or issue blank or partially filled DIS.
- Always mention the details like ISIN, number of securities accurately
- Inform any change in information linked to demat account and obtain confirmation of updation in the system.
- Regularly verify balances and demat statement and reconcile with trades / transactions.
- Appoint nominee(s) to facilitate heirs in obtaining the securities in their demat account.
- Do not fall prey to fraudsters sending emails and SMSs luring to trade in stocks / securities promising huge profits.

### ***Rights of Investors***

- Receive a copy of KYC, account opening documents, and rights & obligations document.
- No minimum balance is required to be maintained in a Demat account.
- No charges are payable for opening a Demat account.
- Receive a copy of Power of Attorney (PoA) if executed. However, PoA is not mandatory as per SEBI/Stock Exchanges, and you have the right to revoke any authorization at any time.
- Open more than one Demat account in the same name with a single or multiple Depository Participants (DPs).
- Receive periodic account statements that are accurate and understandable.
- In case of discrepancies in statements, raise the issue with the DP immediately. If unresolved, escalate the matter to the Depositories.
- Pledge and/or create any other interest or encumbrance on Demat holdings.
- Right to give standing instructions regarding the crediting of securities in the Demat account.
- Right to freeze/defreeze the Demat account or specific securities/quantity of securities maintained with the DP.
- Right to approach the DP, Depository, or SEBI for grievance resolution within the prescribed timelines.
- Right to vote on resolutions proposed by companies through an internet-based e-Voting platform provided by Depositories.
- Receive complete information about charges, including maintenance fees, transaction fees, redemption fees, and penalties in a tariff sheet.
- Any increase in charges must be communicated with a notice of at least thirty days in advance.
- Right to indemnification for any loss caused due to the negligence of the Depository or the DP.
- Right to opt out of the Depository system for any security.
- Ask for and receive information about the work history and background of the person handling the account, as well as information about the firm.
- Receive complete information about the risks, obligations, and costs of any investment before investing.
- Receive a copy of the Most Important Terms & Conditions (MITC).
- Understand the terms and conditions of transactions undertaken.
- Access funds in a prescribed manner and receive information about any restrictions or limitations on access.
- Discuss grievances with the compliance officer, compliance team, or dedicated grievance redressal team of the firm and receive prompt attention and fair consideration.
- Close zero-balance accounts online with minimal documentation.
- Obtain copies of all policies (including MITC) of the broker related to account dealings.
- Not be discriminated against in terms of services offered to equivalent clients.
- Receive only those advertisements from the broker that adhere to the Code of Advertisement norms.
- In case of broker default, be compensated from the Exchange Investor Protection Fund as per applicable norms.
- Trade in derivatives after submitting relevant financial documents, subject to the broker's due diligence.

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- Receive warnings on the trading systems while placing orders in securities under surveillance measures.
- Access products and services in a suitable manner, even if differently abled.
- Receive access to educational materials provided by Market Infrastructure Institutions (MIIs) and brokers.
- Get access to all exchanges of a particular segment unless opted out specifically as per broker norms.
- Deal with one or more stockbrokers of choice without any compulsion of minimum business.
- Have access to the escalation matrix for communication with the broker.
- Not be bound by any clause prescribed by brokers that contradicts regulatory provisions.

### ***Various activities of Stock Brokers with timelines***

<b>S.N</b>	<b>Activities</b>	<b>Expected Timelines</b>
1.	KYC entered into KRA System and CKYCR	3 working days of account opening
2.	Client Onboarding	Immediate, but not later than one week
3.	Order execution	Immediate on receipt of order, but not later than the same day
4.	Allocation of Unique Client Code	Before trading
5.	Copy of duly completed Client Registration Documents to clients	7 days from the date of upload of Unique Client Code to the Exchange by the trading member
6.	Issuance of contract notes	24 hours of execution of trades
7.	Collection of upfront margin from client	Before initiation of trade
8.	Issuance of intimations regarding other margin due payments	At the end of the T day
9.	Settlement of client funds	First Friday/Saturday of the month / quarter as per Exchange pre-announced schedule
10.	'Statement of Accounts' for Funds, Securities and Commodities	Monthly basis
11.	Issuance of retention statement of funds/commodities	5 days from the date of settlement
12.	Issuance of Annual Global Statement	30 days from the end of the financial year
13.	Investor grievances redressal	21 calendar days from the receipt of the complaint

### ***DOs and DON'Ts for Investors***

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- Always deal with a SEBI registered Depository Participant for opening a demat account.
- Read all the documents carefully before signing them
- Before granting Power of attorney to operate your demat account to an intermediary like Stock Broker, Portfolio Management Services (PMS) etc., carefully examine the scope and implications of powers being granted.
- Always make payments to registered intermediary using banking channels. No payment should be made in name of employee of intermediary.
- Accept the Delivery Instruction Slip (DIS) book from your DP only (pre-printed with a serial number along with your Client ID) and keep it in safe custody and do not sign or issue blank or partially filled DIS slips.
- Always mention the details like ISIN, number of securities accurately. In case of any queries, please contact your DP or broker and it should be signed by all demat account holders.
- Strike out any blank space on the slip and Cancellations or corrections on the DIS should be initialed or signed by all the account holder(s).
- Do not leave your instruction slip book with anyone else.
- Do not sign blank DIS as it is equivalent to a bearer cheque.
- Inform any change in your Personal Information (for example address or Bank Account details, email ID, Mobile number) linked to your demat account in the prescribed format and obtain confirmation of updation in system
- Mention your Mobile Number and email ID in account opening form to receive SMS alerts and regular updates directly from depository.
- Always ensure that the mobile number and email ID linked to your demat account are the same as provided at the time of account opening/updation.
- Do not share password of your online trading and demat account with anyone.
- Do not share One Time Password (OTP) received from banks, brokers, etc. These are meant to be used by you only.
- Do not share login credentials of e-facilities provided by the depositories such as e-DIS/demat gateway, SPEED-e/easiest etc. with anyone else.
- Demat is mandatory for any transfer of securities of Listed public limited companies with few exceptions.
- If you have any grievance in respect of your demat account, please write to designated email IDs of depositories or you may lodge the same with SEBI online at <https://scores.gov.in/scores/Welcome.html>
- Keep a record of documents signed, DIS issued and account statements received.
- As Investors you are required to verify the transaction statement carefully for all debits and credits in your account. In case of any unauthorized debit or credit, inform the DP or your respective Depository.
- Appoint a nominee to facilitate your heirs in obtaining the securities in your demat account, on completion of the necessary procedures.
- Register for Depository's internet based facility or download mobile app of the depository to monitor your holdings.
- Ensure that, both, your holding and transaction statements are received periodically as instructed to your DP. You are entitled to receive a transaction statement every month if you have any transactions.
- Do not follow herd mentality for investments. Seek expert and professional advice for your

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investments

- Beware of assured/fixed returns.

**Addition:**

DO's	DON'Ts
<ol style="list-style-type: none"> <li>1.Read all documents and conditions being agreed before signing the account opening form.</li> <li>2.Receive a copy of KYC, copy of account opening documents and Unique Client Code.</li> <li>3.Read the product / operational framework / timelines related to various Trading and Clearing &amp; Settlement processes.</li> <li>4.Receive all information about brokerage, fees and other charges levied.</li> <li>5.Register your mobile number and email ID in your trading, demat and bank accounts to get regular alerts on your transactions.</li> <li>6.If executed, receive a copy of Demat Debit and Pledge Instruction (DDPI) However, DDPI is not a mandatory requirement as per SEBI / Stock Exchanges. Before granting DDPI, carefully examine the scope and implications of powers being granted.</li> <li>7.Receive contract notes for trades executed, showing transaction price, brokerage, GST and STT/CTT etc. as applicable, separately, within 24 hours of execution of trades.</li> <li>8.Receive funds and securities/ commodities on time, as prescribed by SEBI or exchange from time to time.</li> <li>9.Verify details of trades, contract notes and statement of account and approach relevant authority for any discrepancies. Verify trade details on the Exchange websites from the trade verification facility provided by the Exchanges.</li> <li>10.Receive statement of accounts periodically. If opted for running account settlement, account has to be settled by the stock broker as per the option given by the client (Monthly or Quarterly).</li> <li>11.In case of any grievances, approach stock broker or Stock Exchange or SEBI for getting the same resolved within prescribed timelines.</li> <li>12.Retain documents for trading activity as it helps in resolving disputes, if they arise.</li> </ol>	<ol style="list-style-type: none"> <li>1.Do not deal with unregistered stock broker.</li> <li>2.Do not forget to strike off blanks in your account opening and KYC.</li> <li>3.Do not submit an incomplete account opening and KYC form.</li> <li>4.Do not forget to inform any change in information linked to trading account and obtain confirmation of updation in the system.</li> <li>5.Do not transfer funds, for the purposes of trading to anyone other than a stock broker. No payment should be made in name of employee of stock broker.</li> <li>6.Do not ignore any emails / SMSs received with regards to trades done, from the Stock Exchange and raise a concern, if discrepancy is observed.</li> <li>7.Do not opt for digital contracts, if not familiar with computers.</li> <li>8.Do not share trading password.</li> <li>9.Do not fall prey to fixed / guaranteed returns schemes.</li> <li>10.Do not fall prey to fraudsters sending emails and SMSs luring to trade in stocks / securities promising huge profits.</li> <li>11.Do not follow herd mentality for investments. Seek expert and professional advice for your investments .</li> </ol>

Additionally, Investors may refer to Dos and Don'ts issued by MIIs on their respective websites from time to time.

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## ***Details of business transacted by the Depository and Depository Participant (DP)***

A Depository is an organization which holds securities of investors in electronic form. Depositories provide services to various market participants - Exchanges, Clearing Corporations, Depository Participants (DPs), Issuers and Investors in both primary as well as secondary markets. The depository carries out its activities through its agents which are known as Depository Participants (DP). Details available on the link (<https://www.cdslindia.com/DP/dplist.aspx>)

## ***Description of services provided by the Depository through Depository Participants (DP) to investors***

### **(1) Basic Services**

<b>Sr. No.</b>	<b>Brief about the Activity / Service</b>	<b>Expected Timelines for processing by the DP after receipt of proper documents</b>
1	Dematerialization of securities	7 days
2	Rematerialization of securities	7 days
3	Mutual Fund Conversion / Destatementization	5 days
4	Re-conversion / Restatementisation of Mutual fund units	7 days
5	Transmission of	7 days

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	securities	
6	Registering request pledge	15 days
7	Closure of demat account	30 days
8	Settlement Instruction	For T+1 day settlements, Participants shall accept instructions from the Clients, in physical form up to 4 p.m. (in case of electronic instructions up to 6.00 p.m.) on T day for pay-in of securities. For T+0 day settlements, Participants shall accept EPI instructions from the clients, till 11:00 AM on T day. Note: 'T' refers 'Trade Day'

***(2) Depositories provide special services like pledge, hypothecation, internet based services etc. in addition to their core services and these include***

Sr. No.	Type of Activity /Service	Brief about the Activity / Service
1	Value Added Services	<p>Depositories also provide value added services such as</p> <ul style="list-style-type: none"> <li>• Basic Services Demat Account (BSDA)*</li> <li>• Transposition cum dematerialization**</li> <li>• Linkages with Clearing System***</li> <li>• Distribution of cash and non-cash corporate benefits (Bonus, Rights, IPOs etc.), stock lending, demat of NSC / KVP, demat of warehouse receipts etc.</li> </ul>
2	Consolidated Account statement (CAS)	CAS is issued 10 days from the end of the month (if there were transactions in the previous month) or half yearly(if no transactions) .
3	Digitalization of services provided by the depositories	Depositories offer below technology solutions and e-facilities to their demat account holders through DPs:

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	<p>DP:</p> <ul style="list-style-type: none"> <li>- First review done by Designated Body</li> <li>- Second review done by SEBI</li> </ul> <p>(ii) Respective Depository's web portal dedicated for the filing of compliant <a href="https://www.cdslindia.com/Footer/grievances.aspx">https://www.cdslindia.com/Footer/grievances.aspx</a></p> <p>(iii) Emails to designated email IDs of DP – support@stockart.co.in</p> <p>b. Offline mode :</p> <p>Investors can send physical letters to DP on our registered office address: "KAZMI CHAMBERS (SECOND FLOOR), SF-01, 9A/5 PARK ROAD, HAZRATGANJ, LUCKNOW"</p>
<p>Online Dispute Resolution (ODR) platform for online Conciliation and Arbitration</p>	<p>If the Investor is not satisfied with the resolution provided by the Market Participants/Depository Participants, then the Investor has the option to file the complaint/ grievance on SMARTODR platform for its resolution through online conciliation or arbitration.</p> <p>SMART ODR <a href="https://smartodr.in/login">https://smartodr.in/login</a></p>
<p>Steps to be followed in ODR for Review, Conciliation and Arbitration</p>	<ul style="list-style-type: none"> <li>• Investor to approach Market Participant for redressal of complaint</li> <li>• If investor is not satisfied with response of Market Participant, he/she has either of the following 2 options:</li> <li>• Investor to approach Market Participant for redressal of complaint.</li> <li>• If investor is not satisfied with response of Market Participant, he/she can escalate the complaint on SEBI SCORES portal.</li> <li>• Alternatively, the investor may also file a complaint on SMARTODR portal for its resolution through online conciliation and arbitration.</li> <li>• Upon receipt of complaint on SMARTODR portal, the relevant MII will followed in review the matter and endeavour to resolve the matter between the Market Participant and investor within 21 days.</li> <li>• If the matter could not be amicably resolved, then the Investor may request the MII to refer the matter case for conciliation.</li> <li>• During the conciliation process, the conciliator will endeavor for amicable settlement of the dispute within 21 days, which may be extended with 10 days by the conciliator with consent of the parties to dispute.</li> <li>• If the conciliation is unsuccessful, then the investor may request to refer the matter for arbitration.</li> <li>• The arbitration process to be concluded by arbitrator(s) within 30 days, which is extendable by 30 days with consent of the parties to dispute .</li> </ul>
<p>Claim to be filed by Beneficial Owner</p>	<ul style="list-style-type: none"> <li>• The Beneficial owner who suffered a loss due to the actions of Depository Participant ("DP")/ Central Depository Services (India) Limited ("CDSL") needs to file their claim with DP/ CDSL along with</li> </ul>

	<p>relevant documents including but not limited to:</p> <ul style="list-style-type: none"> <li>• Statement of claim</li> <li>• Details of estimated loss (including calculation) and supporting documents</li> <li>• FIR Copy (in case of alleged fraud and infidelity of employee)</li> <li>• Declaration stating that same relief has not been sought before any other fora</li> <li>• The hard copy of the claim is to be addressed to the CDSL Legal Team at the registered office of the Company and the soft copy is to be submitted to the Email ID - claims@cdslindia.com.</li> </ul>
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### ***Handling of Investor's claims / complaints in case of default of a Trading Member / Clearing Member (TM/CM)***

#### **Default of TM/CM**

Following steps are carried out by Stock Exchange for benefit of investor, in case stockbroker defaults:

- Circular is issued to inform about declaration of Stock Broker as Defaulter.
- Information of defaulter stock broker is disseminated on Stock Exchange website.
- Public Notice is issued informing declaration of a stock broker as defaulter and inviting claims within specified period
- Intimation to clients of defaulter stock brokers via emails and SMS for facilitating lodging of claims within the specified period.

Following information is available on Stock Exchange website for information of investors:

- Norms for eligibility of claims for compensation from IPF
- Claim form for lodging claim against defaulter stock broker.
- FAQ on processing of investors' claims against Defaulter stock broker.
- Provision to check online status of client's claim.
- Standard Operating Procedure (SOP) for handling of Claims of Investors in the Cases of Default by Brokers
- Claim processing policy against Defaulter/Expelled members
- List of Defaulter/Expelled members and public notice issued

### ***Guidance pertaining to special circumstances related to market activities: Termination of the Depository Participant***

S.No.	Type of special circumstances	Timelines for the Activity / Service
1.	<ul style="list-style-type: none"> <li>• Depositories to terminate the participation in case a participant no longer meets the eligibility criteria and/or any other grounds as mentioned in the bye laws like suspension of trading member by the Stock Exchanges.</li> <li>• Participant surrenders the participation by its own wish.</li> </ul>	Client will have a right to transfer all its securities to any other Participant of its choice without any charges for the transfer within 30 days from the date of intimation by way of letter/email.

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## ***Code of Conduct for Depositories***

### ***(Part D of Third Schedule of SEBI (D & P) regulations, 2018)A Depository shall:***

- always abide by the provisions of the Act, Depositories Act, 1996, any Rules or Regulations framed thereunder, circulars, guidelines and any other directions issued by the Board from time to time.
- adopt appropriate due diligence measures.
- take effective measures to ensure implementation of proper risk management framework and good governance practices.
- take appropriate measures towards investor protection and education of investors.
- treat all its applicants/members in a fair and transparent manner.
- promptly inform the Board of violations of the provisions of the Act, the Depositories Act, 1996, rules, regulations, circulars, guidelines or any other directions by any of its issuer or issuer's agent.
- take a proactive and responsible attitude towards safeguarding the interests of investors, integrity of depository's systems and the securities market.
- endeavor for introduction of best business practices amongst itself and its members.
- act in utmost good faith and shall avoid conflict of interest in the conduct of its functions.
- not indulge in unfair competition, which is likely to harm the interests of any other Depository, their participants or investors or is likely to place them in a disadvantageous position while competing for or executing any assignment.
- segregate roles and responsibilities of key management personnel within the depository including
  - a. Clearly mapping legal and regulatory duties to the concerned position
  - b. Defining delegation of powers to each position
  - c. Assigning regulatory, risk management and compliance aspects to business and support teams
- be responsible for the acts or omissions of its employees in respect of the conduct of its business.
- monitor the compliance of the rules and regulations by the participants and shall further ensure that their conduct is in a manner that will safeguard the interest of investors and the securities market.

## ***Code of Conduct for Participants***

- A participant shall make all efforts to protect the interests of investors.
- A participant shall always endeavour to—
  - a. render the best possible advice to the clients having regard to the client's needs and the environments and his own professional skills;
  - b. ensure that all professional dealings are effected in a prompt, effective and efficient manner;
  - c. inquiries from investors are adequately dealt with;
  - d. grievances of investors are redressed without any delay.
- A participant shall maintain high standards of integrity in all its dealings with its clients and other intermediaries, in the conduct of its business.
- A participant shall be prompt and diligent in opening of a beneficial owner account, dispatch of the dematerialisation request form, rematerialisation request form and execution of debit instruction slip and in all the other activities undertaken by him on behalf of the beneficial owners.
- A participant shall endeavour to resolve all the complaints against it or in respect of the activities carried out by it as quickly as possible, and not later than one month of receipt.
- A participant shall not increase charges/fees for the services rendered without proper advance notice to the beneficial owners.
- A participant shall not indulge in any unfair competition, which is likely to harm the interests of other participants or investors or is likely to place such other participants in a disadvantageous position while

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- competing for or executing any assignment.
- A participant shall not make any exaggerated statement whether oral or written to the clients either about its qualifications or capability to render certain services or about its achievements in regard to services rendered to other clients.
  - A participant shall not divulge to other clients, press or any other person any information about its clients which has come to its knowledge except with the approval/authorisation of the clients or when it is required to disclose the information under the requirements of any Act, Rules or Regulations.
  - A participant shall co-operate with the Board as and when required.
  - A participant shall maintain the required level of knowledge and competency and abide by the provisions of the Act, Rules, Regulations and circulars and directions issued by the Board. The participant shall also comply with the award of the Ombudsman passed under the Securities and Exchange Board of India (Ombudsman) Regulations, 2003.
  - A participant shall not make any untrue statement or suppress any material fact in any documents, reports, papers or information furnished to the Board.
  - A participant shall not neglect or fail or refuse to submit to the Board or other agencies with which it is registered, such books, documents, correspondence, and papers or any part thereof as may be demanded/requested from time to time.
  - A participant shall ensure that the Board is promptly informed about any action, legal proceedings, etc., initiated against it in respect of material breach or non-compliance by it, of any law, Rules, regulations, directions of the Board or of any other regulatory body.
  - A participant shall maintain proper inward system for all types of mail received in all forms.
  - A participant shall follow the maker—Checker concept in all of its activities to ensure the accuracy of the data and as a mechanism to check unauthorized transaction.
  - A participant shall take adequate and necessary steps to ensure that continuity in data and record keeping is maintained and that the data or records are not lost or destroyed. It shall also ensure that for electronic records and data, up-to-date back up is always available with it.
  - A participant shall provide adequate freedom and powers to its compliance officer for the effective discharge of his duties.
  - A participant shall ensure that it has satisfactory internal control procedures in place as well as adequate financial and operational capabilities which can be reasonably expected to take care of any losses arising due to theft, fraud and other dishonest acts, professional misconduct or omissions.
  - A participant shall be responsible for the acts or omissions of its employees and agents in respect of the conduct of its business.
  - A participant shall ensure that the senior management, particularly decision makers have access to all relevant information about the business on a timely basis.
  - A participant shall ensure that good corporate policies and corporate governance are in place.
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