

### Do's and Don'ts for Authorised Person (AP)

Do's (✓)	Don'ts (✗)
<ol style="list-style-type: none"> <li>1. Trading terminals allotted to the AP are operated by approved dealer only.</li> <li>2. Disclose all your bank accounts whether held singly / jointly to ISL during periodic inspection.</li> <li>3. Provide only administrative assistance to your clients</li> <li>4. Have necessary infrastructure like adequate office space, equipment, and manpower to effectively discharge of his duties as an AP</li> <li>5. Ensure Notice board of ISL containing all details/information prescribed from time to time are displayed at your location at all times.</li> <li>6. SEBI registration certificate of ISL and registration letter issued by the Exchange is displayed on Notice Board at your location at all times.</li> <li>7. Information about the grievance redressal mechanism available to investors is prominently displayed at your location at all times.</li> <li>8. Ensure mobile number and email address are not mapped to any of your client in UCC uploaded to Exchange.</li> <li>9. AP's contact details, such as registered / communication address, email address, mobile number or any changes in the Directors/ Partners of AP are always updated with ISL and the respective exchanges i.e. NSE, BSE and MCX at all times.</li> <li>10. Maintain visitors register</li> <li>11. Maintain client complaint register</li> </ol>	<ol style="list-style-type: none"> <li>1. There is no movement of funds and securities between you &amp; your clients.</li> <li>2. Do not deal with / associate with any other Trading Member/AP on behalf of your clients/self on the same Stock Exchange.</li> <li>3. No fixed payments / transactions should occur at regular intervals between you and your clients.</li> <li>4. No cash dealings are undertaken between you and your clients.</li> <li>5. Do not be involved in any fund-based activities / collecting deposits from investors / unauthorized trading or any other such schemes.</li> <li>6. Do not be involved in any illegal / dabba / paper trading.</li> <li>7. Do not deal with any unregistered intermediary on behalf of your clients/self.</li> <li>8. Do not accept deposits from the public and give assured returns to your clients</li> <li>9. Do not place trades on behalf of ISL's clients.</li> <li>10. Ensure that you do not generate client related documents like contract notes, statement of funds, daily margin statement etc. and issue them directly to the clients.</li> <li>11. Do not offer any incentives to clients for opening trading accounts</li> <li>12. Do not issue advertisements for soliciting business without seeking appropriate approvals from the Exchange, through ISL.</li> <li>13. You do not hold any of your trading and/or demat accounts with any other brokers/ DP except ISL.</li> </ol>