

## **Operational Trading Guide**

website: acumengroup.in

### **Back office Solutions**

#### Branch Level

LD Diet Online Back office with live updations -Subscription charges Rs.1000/- PM

Major Reports available in LD Diet

Client Ledger

Daily settlement wise transaction register

Branch Turnover details..

#### **In-house CRM Software - ACE -Pro (Free of Cost)**

Major Reports available

Client activation status

Customer Master

Pay in / Pay out updations

Risk Reports

Net Open positions

Turnover details

Holding details

#### **Client Level Back Office (Free of Cost)**

All clients were provided a user ID and password for accessing their transaction details through our online back office system.

#### **Client Level Depository login**

All clients having DP accounts will be provided their Depository User ID (normally DP ID) and password through "Welcome Letter"

### **Open a Trading Account**

## **New Trading cum Demat Account Opening**

**(with all proof 48 Hours from receipt of form at Head Office)**

After filling the **Trading cum Demat Account Open form** which is also called **KYC (Know Your Client)** along with the documents. Once the KYC is submitted our KYC department will verify the same and update the status of the KYC in our CRM software ACE with the KYC processing status. Once Client is registered client code /details will be available in the respective Branch trading software/IBT/Mobile.

### **Points to be noted while filling the KYC**

Name should be same in all the proof

Signature of application should be match with pan card signature (or driving license or passport)

Date of birth should match with the respective proof given

Bank proof must contain bank logo or bank seal, with IFSC code and bank branch address. If bank statement is given for address proof, latest 3 months statement is required. The statement must contain either the bank logo or the bank authentication (the seal must contain the name, designation and employee code of the bank employee signing the statement) and the bank branch address,IFSC code etc.

The address proof must contain the full address mentioned in the application

Email id and Mobile No is mandatory

Signature across photo required in application

Fill the form in block letters only

Occupation, income details, marital status is mandatory

Ipv (in person verification) required in application and proof, self attestation is required in all proof

All columns in the application should be completely filled (please refer the Specimen KYC in the kit)

## **Banking Operations**

### **Pay In**

Clients can make payments to our following designated Banks by depositing cheque, online fund transfer or through RTGS.

**Online fund transfer** facility available in our Internet and Mobile trading software and such payments will be automatically updated in the trading system.

Note:

All pay in's other than Atom should update in the CRM software ACE

Processessing status of online Pay In's can be viewed in CTCL/ IBT / Mobile terminals.

**Fund can be deposited at the following Banks.**

	Capital	Commodities		
Bank Name	A/C No.	A/C No.	IFSC CODE	Branch
State Bank Of India	31023439521	30025273068	SBIN0004062	Commercial Branch
State Bank Of Hyderabad	62060895352	62061542282	SBHY0020497	Ernakulam
State Bank Of Travancore	67082479679	67004984888	SBTR0000142	M.G Road
Indian Bank	846433307	846433385	IDIB000M036	M.G Road
South Indian Bank	0098073000009415	0098073000009414	SIBL0000098	Banerji Road
Axis Bank	081010200021508	081010200021270	UTIB0000081	Rajaji Road
Karur Vysya Bank	1503127000324	1503127000170	KVBL0001503	Ernakulam
HDFC Bank	00200340000191	00200340000432	HDFC0000020	Ravipuram
ICICI Bank	001005008576	001005002607	ICIC0000010	M.G Road/cochin
Union Bank	-	337201010536048	UBIN0533726	Mattanchery
FEDERAL BANK	10040200031197	10040200031205	FDRL0001004	Ernakulam NORTH

### **Pay out**

Online Pay out request can be made through Internet / mobile platforms and off line Pay out request can be give through the CRM software ACE-Pro

All Payouts will be issued through NEFT mode so that payout will be directly credited to clients designated bank accounts directly.

Processessing status of Pay out can be viewed in IBT / Mobile terminal Ace software.

## Terminal Operations

### **Rapid Rupee - CTCL**

#### **One of India's Best Analytics driven trading platform**

The ideal trading platform for trading into stocks, currency and commodity. Rapid rupee is a very intuitive and feature rich trading terminal which gives the real trading edge to you. For the first time in India we have a trading system which correlates the historical data and the current market data to show you the real opportunities. Rapid rupee is meant for well informed traders and dealers. Rapidrupee is a new Analytics driven trading platform meant to give traders and edge. It combines intraday and historical data and has elaborate charts and technical analysis studies.

#### **Key Features of Rapid rupee**

State of the art tools to perform analysis

Charts & Technical analysis

Trend Scanner

Live Scanner

Unusual Volume

Open Interest Analytics

Gross Delivery data

Option Strategy Tools

#### **IBT Platform "acumentrade.com"**

Acumen provides its Internet trading platform through its secure site <https://acumentrade.com> and this is available to all acumen registered clients.

Rupeeseed', an online web platform has been designed to ensure that you get all the information what you needed in the quickest possible manner with minimal clicks. Our web platform stands apart in terms of simplicity, rich interface and the relevant info which we provide to our clients. Rupeeseed online web platform has been designed to ensure that you get all the information what you needed in the quickest possible manner with minimal clicks. Our web platform stands apart in terms of simplicity, rich interface and the relevant info which we provide to our clients

### **Key Features of Rupeeseed'**

Trade in Hindi  
 Portfolio view in a refreshingly new way.  
 Option trading strategies  
 Streaming market watch  
 Seamless fund transfer  
 Stop loss/take profit and trailing alerts.

### **Mobile trading -Android, Tab & I Phone - available on request**

Acumen Mobile Trading is advanced mobile trading app available in Android and BlackBerry.

#### Key Features;

One click access –Capital, Currency and Commodity  
 Streaming market watch Push alerts to keep you updated  
 Auto trading limit enhancement via fund transfer  
 View orders, position & ledger reports  
 Online Charting  
 Live Research Calls  
 Portfolio Maintenance  
 Market news, information and real time quotes are available on your finger tips

### **ODIN CTCL & ODIN Diet**

Apart from our In-house Platform we are also providing ODIN software with facility to access Capital, Commodity and Currency Markets in the single user login.

#### **Order Management in ODIN**

Cash (Equity) Segment  
 All Intra-day orders must be placed in “Margin” and Delivery orders in “Delivery” option.

#### **F & O Segment**

All F & O Intra-day orders must be placed in “Intra Day” and Carry forward order in “Carry forward” option

**All Margin& Intra-day orders will be squared from Head office**

**Conversion of Intraday order to delivery.**

Conversion of order facility is available in Net position window in Rupeeseed'  
And in ODIN the same is in tools "Position conversion"

More details please contact 09388419522 / 0484-3224902

**Alternative means for Trading in case of connectivity issue;**

If any clients face any connectivity issues at their location such clients can execute their orders through our branches locate all over India or through Head office.

**Margin System**

Exchange is following margin system in Trading and these are;

Span Margin - for Futures & Option Segment

Span margin will be varies to contract to contract depend upon the volatility of the underlying (contract)

Var Margin- for Equity Segment

Var will be varies scrip to scrip depend upon the volatility of the share.

**Trading Exposure**

Trading Exposure; margin-based system ie. Clients can take Intra day and Delivery positions of the available balance in his ledger account and collateral value if any on the basis Var /Span margin specified by the exchange.

Client wise trading exposure on the trading platform will be based on a Risk File generated by the Surveillance department of Head Office.

Risk File give the breakup of Funds, Holding value (deducting exchange hair cut) + span margin and the same can be viewed and download in our CRM solution ACE- Pro.

**Risk file (trading limit) calculation;**

	<b>Eg: 1</b>	<b>Eg: 2</b>	<b>Eg :3</b>
Ledger Balance	-1000	1000	-10000
Holding Value (after Exchange hair cut/ other hair cuts if any*)	2000	2000	2000
Span Margin	10000	0	8000
Overall Trading Limit	11000	3000	0

- **Blocking of Trading limit may happen the following cases**

1. Any time member can withdraw the above collateral benefit without notice.
2. If substantial holding in single \ few scrips.
3. During market volatility
4. Any other situations broker may think "Risky situation"

We are following margin-based system ie. Clients can take Intra-day and Delivery positions of the available balance in his ledger account and collateral value if any on the basis Var /Span margin specified by the exchange (Risk file).

Carry forwards /Delivery transactions has be marked as carry forward/ delivery and such delivery payments / obligations has to be made before T+1 /T+2

**Intra-day / Delivery-limit**

Intra-day limit benefit will given by blocking  $\frac{1}{4}$  of Span /Var margin and delivery limit will be on 2 times of the available ledger balance. The above leverage will be subject to change due to market /scrip volatility.

Options limit;

Options Limit will be limited to one time (option premium).

**Note: In case of debits as decided by RMS team, the Client may not be permitted to take any fresh or further position until to the clearance of earlier dues, obligation, outstanding etc.**

## Settlement

### MTM Payment

#### Equity Segment

Equity fund Pay In should be made before T+2 before market opening and payout will be cleared in client ledger after 1 PM on T+2 for deliveries /intra day credits.

All pay in's should be credited in our account before the dead line time of respective Exchange.

### Margin Requirement and Reporting Capital Segment

In the F&O segment, it is mandatory to collect initial margins from respective clients / constituents on an upfront basis. Similarly in the Currency Derivatives segment also, it is mandatory for members to collect initial margins and extreme loss margins from their client / constituents on an upfront basis.

It is mandatory for all trading / clearing members to report details of such margins collected on an upfront basis to the Clearing Corporation.

- Funds
- Bank guarantee issued by any approved bank
- Fixed deposit receipts (FDRs) issued by any approved bank
- Liquid securities in dematerialized form, actively traded on the National Exchanges, which are specifically not declared as illiquid securities

Free Funds in the account of respective client can only be considered towards funds which means

Penalty for short reporting of client margin:

The following penalty shall be levied in case of short reporting by trading/clearing member per instance. Short collection for each client Penalty percentage

(< Rs 1 lakh) And (< 10% of applicable margin) 0.50%
(≥ Rs 1 lakh) Or (≥ 10% of applicable margin) 1.00%

If short/non-collection of margins for a client continues for more than 3 consecutive days then penalty of 5% of the shortfall amount shall be levied for each day of continued shortfall beyond the 3rd day of shortfall.



### **Square off Policy**

MTM square off including reducing positions should normally start from 50% MTM. And the existing position of the client is also liable to be squared off / closed out without giving notice due to short age of margin / non- payment for their pay in obligation /outstanding debits.

It would be the duty of the client to monitor its position with the Company from time to time.

### **Blocking of Trading in specified securities**

Trading in exchange specified inactive shares i.e the shares placed in "T" segment and 'Z' segment by BSE and 'BE' segment by NSE will be blocked. No jobbing/squaring off trades in such securities will be allowed. The company however reserves its right to permit delivery based trade in such securities in the case of those clients who may request for trade in the same on provision by the clients of 100% margin.

### **Suspension of trade in In-active client accounts**

Client accounts having no trade continuously for a period of one year will be suspended for any trading. So Associate will intimate the same to all clients. Reactivation request can be submitted through the following way;

- a) Reactivation through SMS The client should confirm in writing that there s no change in the particulars (specifically clients permanent address, address for communication, Telephone numbers, e-mail ID, bank account number) furnished in KYC submitted at the time of initial account opening . In case of any change the client should furnish the changed particulars with such admissible proof as the case may be in respect of each changed information.
- b) In cases where the reactivation request is made after the close of a financial year in which the clients' trade is suspended, the client shall provide fresh financial details.

### **Clients not to indulge in Fraudulent or unfair trade practices**

Attention of the clients is drawn to PFUTP Regulations issued by SEBI and to take utmost care in not indulging in any of the fraudulent or unfair trade practices detailed in the said SEBI regulations. The client shall also not resort to circular trades/synchronized deals in any share. In the event of default by the clients in this regard the company reserves its right to suspend the trade in the account of the client. In such cases the client shall be fully responsible for the consequences and shall be accountable for and bear the damage loss or expenses that may be caused to the company in that regard.

### **Pay out of Commissions**

In respect of Brokerage sharing, we are following a cycle 25 of every month to next month and sharing will be transferred to Associates registered bank account through NEFT and the calculation will be available in the Ace software.

**Note:**

**The above document will be subject to change without notice**

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