



## SHCIL SERVICES LTD.

### SSL Online Trading - Frequently Asked Questions (FAQ's) - Guidelines.

#### **What is an SSL Online Trading account?**

An SSL Online Trading account allows you to integrate your Trading account with SHCIL Services Ltd. (SSL) and Demat account at Stock Holding Corporation of India Ltd. (SHCIL). You need to open a bank account at any branch of **IDBI Bank / AXIS Bank / HDFC Bank**, if you have no bank account with these banks. Particulars of the bank account with any one or more of these three banks are required to be submitted along with a proof(s) of having such a bank account, if not registered with earlier Client Registration form.

#### **If I already have an Offline trading and Demat account with SHCIL, do I need to open a new account?**

No. If you already have a Trading and Demat account with SHCIL / SSL and a Bank Account with one of the three banks mentioned above, you can link these accounts to your trading account. However, you need to execute a supplemental agreement for Internet Trading account on a stamp paper of appropriate value (currently Rs.100/-).

#### **How do I operate my account?**

Your SSL Online Trading Account allows you to trade over the internet using a secured User name and Login Password. In case of any emergencies, you can get your orders executed over the phone through our number (+91 22) 61778600, extn.8628/ Toll Free – 1800-228-650

#### **What are the types of accounts available to me?**

Your SSL Online Trading Account is enabled with two types of logins.....

##### Streaming

The Streaming version provides live feeds of rates to your computer and the same can be viewed by you through a market watch option where live rates refresh automatically on a real time basis. This version is meant for the traders who trade frequently and are well conversant with trading terminals.

##### Non-Streaming

This version being more user-friendly, the traders who are new to trading platforms may find it easy to operate. Moreover, the non-streaming version consumes low bandwidth since the rates are refreshed manually by clicking on refresh button.

## **Becoming a customer**

### **Who is eligible for this service?**

Any Indian resident individual, HUF and Corporate, can register as a client for the SSL Online trading. However, to become a member, you must have a Demat account with SHCIL and a bank account with at least one of the three banks mentioned above.

### **How do I become a SSL Online Trading customer?**

You can become SSL Online Trading customer by filling a single set of KYC forms available at all SHCIL Branches. These forms will help you to open a Trading account along with a Demat account. You need to open a bank account with one of the three banks mentioned above, if you do not have any bank account with them. Please ensure that your *Internet banking and Fund Transfer facility* is activated at your bank for online fund transactions.

### **I have sent in my application, what happens next?**

Your application will be processed at SSL and you will be informed by SHCIL branches once your application is accepted and all the required formalities are completed. In case, your application is not processed because of lack of some information or documents, you will be informed accordingly.

### **How do I know my application has been accepted?**

As soon as your application is accepted and account is opened, we will inform you by e-mail. You will also receive a welcome letter and a PIN Mailer which will include your Login ID and your Login and Trading passwords. You will also receive a photocopy of the KYC documents through the same branch where you submitted your form.

### **2 Factor Authentication and where does it apply in my account?**

As per SEBI guidelines, login password and trade password entry have been provided at different layers during login, thus strengthening the security. Hence, Two Factor Authentication is mandatory for online trading and the same is part of your Online Trading Account login.

In new system, after entering Login Id and Password for the first time on a particular day, you will be directed to another page for generating the Trade password. On pressing the 'Generate Trade Password' button, you will receive the trade password in your registered email Id. This trade password will be valid for that day only until 23.59.59 pm.

On subsequent logins, if any, during that day, you have to enter login id, login password, click on the check box "Click here to enter the Trade Password" when you will be prompted to enter the trade password. You can now enter the trade password that was generated at the first time login.

In case you wish to change the trade password during the day as many times as you login, you may follow the procedure mentioned above for the first time login.

### **What if I forget my passwords? What if my passwords get locked?**

If you forget your password or your password is locked for any reason, you can now re-set the password from your computer. This option is provided on the Login page where you can generate new login password after due validation by entering your Income Tax Pan Card

Number (PAN) and registered email Id. Thereafter you will receive an email to your registered email address very shortly.

Thus one need not go through the process of calling SSL's office any more for obtaining new password. This will help reduce your time and efforts in resetting the password as and when needed.

### **Can I use a Virtual keyboard to login?**

For security reasons, a Virtual Keyboard has also been provided in this new system, on the login page, for entering the passwords. We recommend that you should always use the same for entering the password. Please do not share your passwords with anyone.

### **Do I have to maintain any deposit with SHCIL Services Ltd. for the broking account?**

No, you need not maintain any minimum balance with SSL. Only when you intend to execute a buy trade, you have to transfer the required amount online in favour of SSL by way of the internet Fund Transfer option available or SSL Online Trading system. However, SSL reserves the right to call for margin deposit, if required.

### **Bank / Demat Ac.**

#### **Which Bank Account can I use for SSL Online Trading?**

You will need an operative savings or current account with at least one of **IDBI Bank / AXIS Bank / HDFC Bank** for trading through SSL Online Trading. You should fill in the proper bank and Demat account details in the Client Registration form. These Bank and Demat accounts will be linked / mapped to your SSL Online Trading account. Please note that you must obtain Internet Banking and Fund Transfer Facility from your Bank to enable you to transfer funds Online for doing Online Trading. You may link multiple bank accounts from the three Banks mentioned above for your online trading – *called 'Linked Bank account' hereinafter*. Please note that you should be the first account holder for these bank accounts.

#### **How frequently will I be able to know the status of my Orders and trades?**

You will be able to access all details regarding your orders and trades through your Online trading account. Accounts and Digital Contracts-cum-bills will be sent to your email ID by end of the day. You need to Register with SHCIL for viewing your demat holdings, etc. Please Contact nearest branch of SHCIL for Registration.

### **New online trading customers**

#### **I want to buy some shares. But I do not have any money in my Bank Account. What do I do?**

You are required to maintain clear balance of funds in your Bank Account designated for Online Trading. Once you have funds in your Linked Bank account, you need to transfer the required amount for trading. Alternatively, you can sell some shares from your Demat Account in the Cash Segment i.e. on delivery basis and use the sales proceeds to purchase the shares you want to buy. The amount of money required before placing a buy order would depend on the value of the order. SSL levies a margin haircut of 3% of the money you deposit with it. The balance amount is the amount available to you to carry out your transactions. For example, if you transfer a sum of Rs.1,00,000/- from your Linked Bank account to SSL, you will be able to Buy shares worth Rs.97,000/- at market rate. If you wish to buy shares against shares sold worth

Rs.1,00,000/- on the same trading day, you will be able to buy shares worth Rs.97,000/- at market rate.

### **Can I withdraw the amount transferred for trading?**

Any excess credit balance other than sales proceeds of the same trading day, will be automatically paid back to you by SSL by bank transfer to your Linked Bank account. This will depend whether your online trading account is a running account or a non-running account.

### **What is a Running / Non-Running trading account?**

In a Running trading account, any Funds transferred to the trading account remain in the trading account. When you want to transfer funds from the trading account to the linked Bank account, you will need to place a 'Fund Withdrawal' request. Such a request can be placed from the start of market until 04.00pm on any trading day. Subject to availability of funds in your online trading account, the Fund Withdrawal request will be processed and a payout will be given into your linked Bank Account.

In a non-Running trading account, any Funds transferred to the trading account remain in the trading account for that trading day only. At the end of the day, the clear balance remaining in the online trading account is given as a payout into your linked Bank Account.

### **What is the Margin on Sale transaction under delivery basis?**

There is no margin for sale under delivery basis as you have already allocated the shares in favour of SSL.

### **What is the Margin on Buy transaction under delivery basis?**

You have to pay a margin equivalent to 100% of the amount of the value of securities to be purchased + estimated brokerage & other charges. Clients may note that this brokerage will not be the exact brokerage but is an estimated amount. Brokerage and other charges at actuals will be collected at the day end process. SSL allows an Exposure of 97% of the amount transferred by Clients as explained earlier.

### **Till what time can I trade under delivery basis?**

You can trade during the market hours i.e. 9.00 am to 3.30 pm.

### **Can I place orders for future execution beyond the market timings?**

Yes as per time schedule intimated for entering After Market Hour - AMO orders for next day's execution.

### **When will the funds be withdrawn from my bank account for the purchases that I have made?**

Funds are withdrawn from your bank account instantaneously before a Buy order is entered and is reflected in the Exposure amount immediately on completion of Fund Transfer.

### **How will I receive the purchased shares in my demat account?**

The Exchange normally gives a securities pay-out on T+2 day and you can normally expect the securities to be credited in your demat account on T+3 day.

### **When will the shares be withdrawn against my sale transactions?**

The shares will be withdrawn from your demat account on the trade day after the final securities pay-in obligation is generated.

### **How will I receive the sales proceeds in my bank account?**

The Exchange gives a funds pay-out on T+2 day and you can expect the funds to be credited in your bank account on T+3 day by way of a Fund Transfer.

## **Online Investing**

### **On which exchanges will I be able to buy and sell shares?**

At present, SSL offers its customers the facility to execute their trades on cash segments of BSE and NSE. Whenever other Exchange memberships are activated, the same will also be offered to clients for trading.

### **What kinds of orders can I place?**

You can place market, limit and stoploss orders.

**Limit Order** is an order to buy or sell securities in which you specify the price at which you wish to buy or sell the shares. The order can be executed at the specified price or a price more favorable than the price specified.

**Market Orders in BSE:** Market Orders have different interpretations for BSE. In case of market orders placed on BSE, all buy market orders go to the Exchange with the price of the best offer and all sell market orders go to the exchange with the price of the best bid. In case at that point of time it is found that that particular bid or offer is no longer present in the exchange this market order gets cancelled by the exchange. In case of part execution of market order, *the remainder order gets converted into a limit order at the last executed price*. Market orders can be placed only during market hours (i.e. when the Exchange is open for trading – normally between 09.00 am to 3.30 pm).

A price protection mechanism is built-in for protecting you against execution of market orders at prices away from LTP. The market protection allows only those market orders to be executed which are within 2% of Last Traded Price (LTP). For example, if the last traded price is Rs.75/- then Buy Market order will get executed only up to an offer price of Rs.76.50 and Sell Market Order will get executed at Rs.73.50. If the same is beyond +/- 2% of LTP, the Order will be rejected by the SSL Online Trading system. In such a case, you may place a limit order at the price desired by you beyond 2%. However, even such Limit orders will be subject to upper / lower circuit filters prescribed by the Exchange.

Orders for Physical scrips, Z group scrips suspended scrips, unlisted scrips are not allowed. Contact SSL IBTHELP for any problem in placing orders for particular scrips as some scrips are not permitted for execution unless cleared by our Risk Management department.

### **What is a Disclose Quantity (DQ) order?**

Normally, the order quantity is disclosed in full to the market. An order with a Disclosed Quantity (DQ) condition/attribute allows the Trading Member to disclose only a part of the order quantity to the market. For example, an order of 1000 with a disclosed quantity condition of 200 will mean that 200 is displayed to the market at a time. After this is traded, another 200 is automatically released and so on till the full order is executed. DQ (Disclosed Quantity) should not be less than 10% of the Order Quantity and at the same time should not be greater than or equal to the Order Quantity.

### **Which shares will I be able to buy and sell?**

You will be able to buy and sell all shares in the Cash Segment that are traded in the compulsory dematerialized form on the exchanges. SSL may change the list of approved securities from time to time. As of now, SSL allows the square up facility only in “A and B group” shares but not in ‘Trade to Trade’ scrips. ‘Z’ group scrips and physical shares are not allowed.

### **Do I get online confirmation of orders and trades?**

Yes. You will get online confirmation of orders and trades. The status of order / trade is updated on real-time basis in the Order / Trade Book.

### **Can I modify my order?**

Yes. You can modify an order any time before execution. You can do this by accessing the **Pending Order Book page** and clicking on the hyperlink for 'Modify' against the order which you wish to modify. However, you cannot modify your order while confirmation is awaited from the exchange for the acceptance of the placement of the order or while confirmation is awaited from the exchange for the acceptance of any modification/cancellation request. In case the order is already partly executed, only the unexecuted portion of the order can be modified.

### **Can I cancel my order in the system?**

Yes. You can cancel an order any time before execution. You can do this by accessing the **Pending Order Book page** and clicking on the hyperlink for 'Cancel' against the order which you wish to cancel. In case the order is already partly executed, only the unexecuted portion of the order can be cancelled.

### **Can I enter orders after the trading hours? What are AMO orders?**

Yes. SSL allows Online trading clients to enter limit orders after trading hours. Such orders are called AMO (After Market Order). AMO orders placed after trading hours are queued in the system and are sent to the Exchange whenever the Exchange opens for trading on the next trading day.

AMO BUY orders are sent to the Exchange by the system only on availability of sufficient exposure. In other words, you have to ensure that either sufficient funds are maintained with SSL or you effect an online fund transfer through the TAW platform for successful AMO order execution.

AMO SALE orders are sent to the exchange only on availability of adequate lien marked quantity of shares in the demat account. In other words, you have to mark a lien on a desired quantity of desired scrip for successful AMO order execution.

AMO orders are allowed from 06.45pm on any day up to 8.45am of next trading day.

### **Do I need to have money before buying of shares?**

Yes. You need to have money in your Linked Bank account duly transferred to SSL before placing a Buy order. Alternatively, if you have sold some shares, the sale proceeds can be used to buy the shares you want.

### **Can I go short?**

No, You are not allowed to go short in the SSL Online Trading system.

### **Is my Demat Account integrated with my Online trading account? How do I allocate my stocks?**

Yes, Your demat account is integrated with your Online trading account. In our new system, you can sell those shares, for delivery, that are available as DP Free stock in your Demat account and the lien has been marked by you on required quantity of such shares. In other words, you will not be able to place the sell order without marking a lien on required quantity of any scrip. A Menu Button “DP Balance Enquiry” when accessed can provide list of scrips with free quantity available in your Demat account with SHCIL.

By marking a lien on the scrip name that you wish to sell, you can allocate appropriate quantity to be blocked in the system.

From the menu option ‘Holdings’, you may sell the securities made available by yourself under the ‘Available Quantity’ column. By clicking on the link, ‘BSE Sell’ or ‘NSE Sell’, an order window will popup to enable you to enter Quantity and Limit Price. You may complete the required fields and submit the Order to BSE/NSE for execution.

Any quantity of shares that have been allocated/lien marked by you but not sold during the day will be released by SSL at the end of the trading day. However, for selling under BTST option, no such marking is required.

### **How will I be informed of my trade execution?**

The trade executions are confirmed online and the trading history is updated immediately. In the Order Book, the status of each order is updated on a real-time basis. On execution, the status changes to 'Executed' or 'Part Executed'. You can view details of the trade executed by clicking on the link. In the Trade Book, you will be able to see all the trades that have taken place. On clicking the link of Order Ref. No. you will be able to see details of the trade execution. In addition, you will receive e-mail confirmations. The contract note will be sent to you by way of a digitally signed email at the end of the day.

### **What is a contract note?**

Contract note is a statement of confirmation of trade(s) done on a particular day, for and on behalf of a client. A contract note is issued in the prescribed format and manner, establishing a legally enforceable relationship between the Member (SSL) and the client in respect of the trades stated in that contract note. For Internet trading clients, the contract notes are digitally signed and sent to their registered email id.

## **Settlement of trades**

### **If I have purchased a share, do I have to take delivery?**

Rolling Segment: You can choose to sell the share before the end of the trading session. However, once the trading session is over, you have to take delivery.

Trade to Trade Segment: Settlement of securities will be done without any netting off of positions. If you have purchased and sold the shares in this segment you will have to give the delivery for sale and receive the delivery for purchases. You will not be permitted to settle the obligation on a net basis.

### **Trading in 'T' & 'TS' Group (Trade to Trade Group) Securities**

In 'T' & 'TS' group scrips, the buy and sell positions are to be settled on gross delivery basis on each side and netting off is not allowed by the exchange. In view of the above & as a Risk Management measure, Intra-day transactions in T & TS group scrips are not allowed on online trading platform.

Client can purchase the shares in these group scrips only on delivery basis. However, sell against the purchases made during the day is not allowed.

Client can sell the shares in these group scrips only to the extent of quantity of shares available in client's designated demat account.

In other words, client will have to take the delivery of shares purchased during the day and will have to deliver the shares sold during the same day. Shares purchased during the day cannot be sold on the same day.

Further as a Risk management measure, BTST trades in these group scrips are not allowed.

Losses arising out of transactions done by client including losses incurred on account of auction/close-out due to non-delivery of shares will be borne by the client.

### **How can I know whether the scrip is in Trade to Trade segment?**

You will be able to see the group of the scrip in the 'Exchange group' box in the Order form. Clients logging into the streaming version should add the scrip to their market watch where the group of the scrip is viewable in the Exchange group column for all BSE scrips. For NSE scrips, the group or Series is reflected in the scrip name itself. Securities in the rolling segment have the suffix 'EQ' after their name, eg. 'ACCEQ' and securities in the Trade for Trade segment have the suffix 'BE'/'BT' after their name, eg. 'MUDRABE'. As such Intraday trading should not be done in these scrips. In case client does intraday trading without shares to deliver, SSL shall not be responsible for any loss. An updated list of T group scrips are uploaded via a link on the login page for your reference every day. However clients are advised not to rely on information provided by SSL and are informed to go to the Exchange website to check the same. Links to the circulars section on the Exchanges' websites are provided through the online trading account login via the 'Useful Links' tab.

### **If I have sold some shares, can I use the credit from sale therefrom to buy other shares?**

Yes, If you have sold the shares under SSL Online Trading product by allocating the delivery from your Demat account you will be able to use the credit from sale therefrom to buy other shares.

### **If I have sold, do I have to give delivery of shares?**

Rolling Segment: SSL Online Trading system allows you to sell shares only against your Free stock in your Demat account.

Trade to Trade Segment: Settlement of securities will be done without any netting off of positions. If you have sold shares so notified, you will have to mandatorily give delivery. Any purchases have to be separately paid for and delivery taken. Therefore, even after any subsequent purchase in the same settlement, the blocks on your DP balances will remain till settlement.

### **I have bought some shares but shares have not come into my demat account?**

The shares will come into your demat account at the time of settlement. Hence, you can expect the shares to come into your Demat account on 1 day after Pay-Out of securities (i.e. T+3). In case you do not receive the shares, it may be due to the stock being in 'No Delivery' period or the delivery of shares is not received from BSE in market payout (Payout shortage). In case of



'No Delivery Period', the shares will come from the exchange after the 'No Delivery' period is over which could be 1-2 weeks away. In case of Market shortage, it is possible that the shares may not have come from the exchange because of short delivery by the counter party. In this case, the exchange conducts an auction to buy the shares (to the extent delivered short by any broker) from the open market and the shares may be received 2 days later. If the shares are not received in an auction also, the exchange charges penalty on the person liable to deliver the shares. You will suitably compensated and the consideration will be remitted to you as soon as it is received from the exchange. Exchange may Close out your trade at a notified price if short quantity could not be procured in normal market auction.

### **I have sold some shares but the payment has not come into my bank account?**

The amount will come into your bank account on settlement. Hence, generally you can expect the amount to get credited to your bank account on T+3. At times, however, the share may be in 'No Delivery' and hence the payment may be received only after the 'No Delivery Period' is over, which might be 1-2 weeks away.

### **I have bought some shares but they still have not come to demat account. Can I sell them?**

You can sell the share using the Buy Today Sell Tomorrow (BTST) facility available. However there is a risk involved in such a situation if in Market payout of securities, Exchange is not giving full or part of Securities due to shortages. Client may not have required quantity of shares in hand for settling his delivery against the sell transaction due to exchange Payout shortage against his Buy position and there is a risk of his sell position getting auctioned/closed out with additional costs of penalties / higher price. Any such loss will be debited to the Client's account. For further details you may refer to the FAQ on BTST. SSL does not advise for BTST trading. SSL shall not be responsible for any loss arising out of trading done in shares under BTST option.

### **What is a Payin Shortage? What is a Payout Shortage?**

Short delivery refers to a situation where a client, who has sold certain shares during a settlement cycle and fails to deliver the shares to the member either fully or partly.

### **What is an auction?**

An auction is a mechanism utilised by the exchange to fulfill its obligation towards the buying trading members. Thus, in case of a settlement, where the selling trading members have delivered short, the exchange purchases the requisite quantity from the market and gives them to the original buying member.

### **What happens if the shares are not bought in the auction?**

If the shares could not be bought in the auction i.e. if the shares were not offered for sale in the auction, the Exchange squares up the transaction as per SEBI guidelines. The guideline in force stipulates that the transaction is squared up at the highest price on the respective Stock Exchange from the relevant trading period till the auction day or at 20% above the last available closing price on the respective Stock Exchange on the auction day, whichever is higher. The pay-in and pay-out of funds for auction square up is held along with the pay-out for the relevant auction.

### **What happens if the exchange does not give the shares pay out due to shortages?**

The exchange carries out an auction session on T+4 day for the shortages. In case you have not received the shares on T+3 day you will receive it on T+5 day i.e. on day after the auction settlement takes place.

### **What happens if the exchange does not receive the shares in auction?**

The exchange gives a close out for the securities and the buyer is adequately compensated under this mechanism.

### **What is meant by 'squaring off a position'? What is a cover order?**

Squaring off a position means closing out a margin position. For example, if you have a buy position of 100 Reliance Shares', squaring off this position would mean selling 100 Reliance shares in the same settlement. The order placed for squaring off an open position is called a cover order. In the example, the order placed to sell 100 Reliance shares is a cover order against the open position - 'Bought 100 Reliance Shares'.

## **Buy today – Sell Tomorrow (BTST)**

### **What is BTST?**

BTST is a facility wherein the customer will be able to sell the shares that he has purchased from the market but before he receives the delivery of the shares from the Exchange. He will not have to wait till the time he receives the delivery from the Exchange thus increasing his liquidity.

Sale in BTST is permitted only till on T+1 (and not on T+2 i.e. pay-in/pay-out date of the Exchange). In other words, BTST shall be permitted only up to the day prior to the scheduled payout of shares from the Exchange.

### **Is there any risk in BTST type of trading?**

Yes, In case of Inter-Settlement square off trades (squaring off the purchase position before receiving the delivery of shares from the Exchange) by clients, losses on account of Auction / Close-out due to non receipt of shares from the Exchange, shall be borne by the client.

### **How does the customer place an order in BTST?**

The customer can place an order in BTST by going to the Security Projections page and clicking on the BTST Sell Hyperlink. The rest of the details which are required to be filled up are similar to that of a normal sell order.

### **Can BTST facility be used even when the current settlement is going on?**

BTST facility can be used only in case the settlement in which the shares have been purchased is over.

### **Which securities are available for BTST?**

SSL can at its sole discretion add scrips or delete scrips to this existing list of scrips for which BTST would be permitted.

### **What will happen in case the delivery for shares sold by the customer is not received from the exchange?**

BTST is a facility whereby the customers are being allowed to sell their shares against their receivable position in the same shares from the same Exchange. However, in case there is a

short delivery from the Exchange for the earlier buy transaction, then the BTST customers will also be giving short delivery for their sell transaction. The Exchange would either give delivery of shares bought earlier through market auction or shall closeout the buy transactions as per the Exchange Regulations. However, this would not help the customer in meeting his sale delivery obligations already committed by him as even if he receives the shares bought earlier through auction settlement, by that time the securities pay-in date for his sell transaction would be over. In such case, the customer will have to face auction proceedings against his sale transaction and will have to bear the auction losses, auction penalties and any other incidental charges etc. SSL will not be responsible in any manner whatsoever for any auction arising out of BTST trade. Exchange does not net off subsequent sell transaction against the previous buy transaction across the settlements and all the settlement obligations are settled settlement wise.

**All cost and consequences of any auction arising out of such BTST sell transactions shall be fully borne by the Customer and SSL would not be responsible for any such short delivery received by the customer and the consequential impact thereof.**

In case of short delivery, SSL will reduce the limits of the customer to the extent of the likely auction amount. On receiving the actual auction amount from the Exchange the limits will be adjusted to reflect the same and the auction amount will be recovered from the customer.

### **Whether the shares will get credited in my demat account?**

In case the customer sells shares under BTST facility, the securities bought by the customer in one settlement will be retained either partly or fully by SSL in its demat account for the purpose of meeting the pay in obligation of the customer towards the securities sold by the customer in the subsequent settlement(s).

## **Reports**

### **What are reports available on SSL Online Trading facility?**

Online Clients get the following reports on their desktop after active login to Trading Facility:

#### **TODAYS REPORTS**

**Order Book:** Shows details of all orders placed with options to modify or cancel the orders. Orders which are not executed are included in this list.

**Trade Book:** All individual Trades executed are included in this report.

**Net Position:** Scrip-wise Buy, Sell and Net positions are available in this report. Client can execute a square off trade from this report by selecting the scrip.

**Margin:** This report provides information about Exposure available to client based on Funds Transferred Online, Credit balance as of Beginning of the day and value of sales of Trading day and extent of exposure utilized.

**Holdings:** This report contains Client's available share holding with SHCIL Demat account. There is an option provided to enable one to sell directly by clicking the NSE Sell / BSE Sell option. This option will reflect the DP free stock that has been lien marked/allocated by the client.

**Obligation:** This report provides details of positions of Trades executed in past 2 Trading days. Clients who are allowed BTST must check if the shares bought the previous day reflect in Obligation report before placing BTST orders. BTST may not be allowed for all scrips, which please note.

**Activity Log:** This report contains details of messages for Orders entered, modified, cancelled, status of Orders after entry, Rejection of orders, etc. It is to be noted that if there is any

connectivity issue, when after an order entry, there is no change in Pending Orders Report or Trade report, Client must view Activity Log. **If remarks show that Order is having a status of “In Process”, they must communicate with SSL office to ascertain the status of the Order before reentry, as it is possible that order might have been executed but due to loss of connectivity, client may have not received the message for Pending status or Execution status.**

**DP Balance Enquiry:** This report contains details of the clients DP Free holdings. Clients have to allocate appropriate quantity of the scrips that they wish to sell on that current day. After allocation, the same quantity of free demat holdings will reflect as ‘available’ in Holdings report.

## HISTORY REPORTS

**Order Book History** – This report allows the client access to Order Book reports for earlier dates. The reports can be requested on from date - to date basis.

**Trade Book History** – This report allows the client access to Trade Book reports for earlier dates. The reports can be requested on from date - to date basis.

## FUNDS

**Fund Transfer:** This option allows a client to login to their linked Bank account and transfer funds online. Exposure will get reflected immediately. Please also wait after execution of fund transfer instructions to get a Fund Transfer Success message. At times there are connectivity related issues when funds are actually transferred but Client does not get an Exposure. In such a situation please contact SSL office with complete details. The funds transferred will be visible in ‘Margin’ page under ‘Todays Reports’ tab.

**Fund Withdrawal:** This Menu allows client to put in a request for Fund Withdrawal. It does not effect Fund transfer unless processed by SSL. If your account is a Running trading account, any Funds transferred to the trading account remain in the trading account. When you want to transfer funds from the trading account to the linked Bank account, you will need to place a ‘Fund Withdrawal’ request. Such a request can be placed from the start of market until 04.00pm on any trading day. Subject to availability of funds in your online trading account, the Fund Withdrawal request will be processed and a payout will be given into your linked Bank Account.

## SETTINGS

This Option allows Clients to reset / change their login and/or trade passwords after logging into their Online trading account.

### **What would be the brokerage applicable?**

For delivery transactions, brokerage is 0.55% for buying and selling transactions, each.

For intraday transactions, brokerage is 0.12% (together for buy and sell).....0.07% (first part of transaction) + 0.05% (second part of transaction)

If the brokerage charged is less than Rs.50, then as per company policy a minimum brokerage of Rs.50 will be charged.

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