MUNI BROKING HOUSE LIMITED
Corporate Office: The Legacy, Unit 41A/43, 25A Shakespeare Sarani, Kolkata - 700017
CIN - U66120WB2023PLC260758 GSTIN - 19AAQCM6975R1Z0

Securities Operation & Risk Management (SORM) POLICY

Last Reviewed on	Reviewed By	Approved By
05-03-2026	Compliance Officer	Management

Securities Operation & Risk Management (SORM) POLICY

Muni Broking House Limited, hereinafter referred to as Muni, is the SEBI registered Stock Broker & Depository Participant.

REFERENCES

1.SEBI Notification No.LAD-NRO/GN/2010-11/21/29390 published in the Gazette of India on December 10, 2010
2.NSE Circular no. NSE/INSP/16536 December 15, 2010
3.NSE Circular no. NSE/INSP/27495 September 02, 2014
4.BSE Notice no.20101215-19 dated December 15,2010
5.BSE Notice no. 20140902-8 dated September 02,2014

BRIEF

SEBI issued Notification no. LAD-NRO/GN/2010-11/21/29390 dated December 10, 2010, according to which, following categories of associated persons associated with a registered stock broker/trading member/clearing member in any recognized stock exchanges, who are involved in, or deal with any of the following:

a. Assets or Funds of investors or clients
b. Redressal of investor grievances
c. Internal control or risk management
d. Activities having a bearing on operational risk

shall be required to have a valid certificate of NISM Series VII – Securities Operation & Risk Management (SORM) from National Institute of Securities Market (NISM). NSE and BSE has also issued circulars requesting the members to comply with the requirement of said SEBI Notification.

DEFINITION OF ASSOCIATED PERSON

"Associated Person" means a principal or employee of an intermediary or an agent or distributor or other natural person engaged in the securities business and includes an employee of a foreign institutional investor or a foreign venture capital investor working in India.

POLICY

As required in the aforesaid notification of SEBI, all existing persons associated with the Company as on date of publication and engaged in and deal with:

(a) Assets of funds of investors or clients
(b) Redressal of investor grievances
(c) Internal control or risk management
(d) Activities having a bearing on operational risk

shall obtain the valid certification of NISM Series VII - Securities Operation and Risk, Management (SORM) within two years from the date of such notification. Simultaneously whenever the company employs any associated person specified as mentioned above, the said associated person shall obtain valid certification of NISM Series VII – Securities Operation and Risk Management (SORM) within one year from the date of his /her employment/registration as sub-broker.

EXEMPTION

Associated persons handling the basic clerical / elementary functions in the aforesaid specified areas shall be exempted from obtaining the certification of NISM Series VII - Securities Operation and Risk Management (SORM). For this purpose, the company considers following activities as basic elementary lever / clerical level:

INTERNAL CONTROL OR RISK MANAGEMENT

1. Inwarding or collateral's / Cheques
2. Person performing market entries
3. Maker entry in the database
4. Photocopying, printouts, scanning of documents
5. Preparing of MIS
6. Sending of letters / reports to clients, Exchanges, SEBI
7. Attending Calls, etc.

REDRESSAL OF INVESTOR GRIEVANCES

1. Inwarding of complaints
2. Seeking documents from clients
3. Person performing maker entries
4. Maker entry in the database
5. Photocopying, printouts, scanning of documents
6. Preparing of MIS
7. Sending of letters / reports to clients, Exchanges, SEBI updation, data entry, uploading on SCORES
8. Attending calls, etc.

ACTIVITIES HAVING A BEING ON OPERATIONAL RISK AND DEALING WITH ASSETS OF FUNDS OF INVESTORS OF CLIENTS

1. Person performing maker entries
2. Maker entry in the database
3. Preparing of MIS
4. Generating of reports, Files
5. Photocopying, printouts, scanning of documents
6. Dispatching documents to clients
7. Sending of letters / reports to clients, Exchanges, SEBI
8. Attending calls, etc.

However, any of the works (as stated herein above) being performed by such persons, obtaining, NISM-SORM Certification shall be optional provided that they are supervised by his / her supervisor who shall have to obtain / continue to have NISM – SORM Certification or such other prescribed certification at all times.

APPROVAL AUTHORITY AND REVIEW POLICY

This policy is approved by the Board of Muni Broking House Limited.
This policy may be reviewed as and when there are any changes introduced by any statutory authority or as and when it is found necessary to change the policy due to business needs.

POLICY COMMUNICATION:

A copy of this policy shall be made available to all the relevant staff/persons such as: compliance officer / department in-charge /authorized persons.

Further, a copy of this policy has to be displayed on our website.