

Questionnaire on Inspection of BOOKS OF ACCOUNT (Capital Market Segment)

To

Inspection Department.

The Calcutta Stock Exchange Ltd.

7, Lyons Range,

Kolkata – 700 001

With reference to your letter no.....dated.....regarding the inspection of Books of account for the year 2010-11, conducted by your department on..... for the Capital Market segment, we are providing herewith the following information :

1. Historical Details about the Business:

Sl. No	Member Details	Answer (To be filled by Member)
01	Name of Member	
02	Trade Name	
03	Registered Office Address	
04	Phone No.	
05	Fax Number	
06	Mobile Number	
07	Nature of entity (Proprietorship/Partnership /Corporate)	
08	CSEA Code	
09	SEBI Regn. Number	
10	Full names of authorized Signatory with address and designation.	

2. Member's firm represented by member/Authorized Representative (Letter enclosed)
3. Name of the Compliance Officer.
4. Name of the Principal Officer.
5. Issue of Advertisements in accordance / contravention of the existing provisions.
6. Permanent Account Number (PAN) cards are obtained and uploaded to the Exchange after verifying the same with the original and cross checking the details of the same on the web site of the Income Tax Dept.
7. Whether Contract notes issued and maintained as per SEBI rules or not?
8. Whether trading member has taken POA (Power of Attorney) from its clients? If yes, please specify in whose name power of attorney is taken (TM itself, its employees or representative or sub brokers). Please provide copy of POA.
9. Provide details of clients for whom Trading Member has taken POA (Power of Attorney).
10. Nonpayment/Delay has been observed in payment of funds/release of securities? Please specify the instances.
11. Whether the trading member has adopted written procedures to implement the anti money laundering provisions as envisaged under the Anti Money Laundering Act, 2002? (Copy of such written provisions is attached as Annexure).
12. Periodic review of client information as mentioned in the KYC and updation of the same to ensure its completeness and accuracy of client database.

13. Whether the trading member had obtained any authorization of power of attorney, for operating the depository/bank accounts of clients who avail financing facility for securities trading, conferring rights for operation of such accounts exclusively by the trading member.

14. Last conducted SEBI Inspection and observations.

15. List of clients who have traded on the capital market segment during the period of Inspection.(2010-2011) in the following format:

Sr. No.	Unique Client Code	Trading Codes used for the Client	Name of the Client	Address of the Client	Demat A/c. Numbers	DP Name	Bank details (Bank name. Branch, A/c. No.)

16. Business volume handled during 2010-11 in the following format :

Sr. No.	Purchase Client	Purchase Own	Purchase Total	Sale Client	Sale Own	Sale Total

17. Whether accounting is done on trade day or settlement day ?

18. Details of software used for Back Office and Accounting.

19. Instances, where cash transaction happened between TM and clients.

20. List of Bank and Demat accounts operated by TM.

Account No.	Name of the Bank and DP	Operative since	Purpose	Segment

21. Funds borrowed if any on short term or long term basis to tide over any financial crises /develop business activity or any other purpose during inspection period.

22. Issues pending in arbitration along with a brief write and any Investor complaints pending against the member.

23. Details of top 20 securities in descending order of volume during the period of Inspection (2010-11).

Sr. No.	Purchase Client	Purchase Own	Purchase Total	Sale Client	Sale Own	Sale Total

24. Whether the trading member has shares brokerage with entities with whom they are forbidden to do business / another trading member / employee in the employment of another trading member? (If so, please fill up the following table)

No.	Name of the entity	Amount of brokerage shared	Remarks

25. Whether any business has been undertaken for trading members who are prohibited to transact, suspended/expelled/defaulter trading members, defaulting constituents, employees of other trading members without permission of such trading member, entities restrained from trading by SEBI/Exchange. If yes, please give details.

26. Whether was a party to any agreement or arrangement, directly or indirectly, entered into between their clients and any person including their subsidiary/holding company or group company, to fund the transactions executed by the trading members on behalf of their clients or recognize or act in accordance with any such agreement or arrangement entered into by the clients with any person?

27. Whether the trading member had entertained, any instructions to trade in securities or transfer funds or securities, from any entity other than the clients, by prior arrangement or otherwise to facilitate financing client's transactions?

28. Whether the trading member has financed or acted as a conduit or front for financing any secondary market transactions entered into by their clients, directly or indirectly except in accordance with the regulatory provisions of Margin Trading Facility and Securities Lending and Borrowing.

29. Whether trading member has acted through or on behalf of another trading member for trading on the Exchange? If yes, please specify the details of approval from the Exchange.

30. Whether trading member has dealt through trading member of the another Exchange for proprietary trading? If yes, please specify details of intimation given to the Exchange.

31. Details of membership of other Exchanges. (Also provide details of membership of Commodity Exchanges).

Sl. No.	Name of the Exchange	Segment	Member/Sub-broker	Registered with SEBI since

32. Details of Overdraft/Loan against Shares

Bank Name	OD Sanctioned	Max. Availed during the period of inspection (Amount/Date)	Underlying collateral as on date of max. utilization.	Underlying collateral belong to

33. Details of any other borrowings :

Lenders Name	Amount borrowed during the Inspection Period	Details of underlying collateral	Underlying collateral belong to

34. Internal Controls

a) Whether the trading member has adopted internal controls pertaining to various areas of its operations? If yes, whether the same is documented...

b) Whether any remark has been made by the statutory auditors regarding the internal controls of the trading member in the last audit reports? Please attach a copy thereof.

35. Details of registered Sub-brokers

Name of Sub-broker	Date of commencement of trading as a sub-broker	Turnover of the Sub-broker (2010-2011)	Date of last inspection	Email id for redressal of Investor complaints.

Yours faithfully

For(Trading Member)

Name :

Proprietor/ Director/Authorised Signatory.