



Policies & Procedures

Last Updated: 01/04/2025

1. Introduction

Todi Securities Private Limited ("Company", "We", "Us", "Our") is a SEBI-registered stock broker and a member of **NSE & BSE in the Cash & F&O segments**. This document outlines our policies and procedures in compliance with SEBI regulations and exchange requirements.

2. Client Registration and KYC Process

- Clients must complete the Know Your Customer (KYC) process as per SEBI and exchange regulations.
- Documents required include PAN card, Aadhaar, bank proof, income proof (for derivatives trading), and a recent photograph.
- Accounts will be activated only after due verification of documents.

3. Order Placement and Execution

- Clients can place orders through our online trading platform or via recorded telephone lines.
- Orders are executed on a best-effort basis, subject to market conditions, liquidity, and system availability.
- The Company reserves the right to reject orders due to insufficient margin, regulatory restrictions, or other valid reasons.

4. Margin Policy

- The margin requirement is as per SEBI regulations and exchange norms.
- Clients must maintain the minimum required margin to initiate or hold positions.
- The Company reserves the right to square off positions in case of margin shortfall without prior notice.

5. Risk Management and Surveillance

- We continuously monitor trading activity to detect market manipulation, insider trading, or other suspicious activities.
- The Company may impose additional surveillance measures, including trade restrictions, enhanced margin requirements, and account suspension for suspicious activities.

6. Payout Policy

- Funds and securities pay-outs are processed as per exchange settlement timelines.
- Clients must ensure bank account details are updated and verified for fund transfers.
- Pay-outs will be processed only to the registered bank account of the Client.

7. Policy for Inactive Accounts

- Accounts with no trading activity for 12 consecutive months will be considered inactive.
- Inactive accounts may be reactivated upon client request and KYC re-verification.

8. Policy for Client Default

- If a client fails to meet their financial obligations, the Company reserves the right to liquidate holdings to recover dues.



TODI SECURITIES PRIVATE LIMITED

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MEMBER: NSE | BSE

CIN: U67110WB1997PTC085325

SEBI REG.: INZ000214535

- The Company may also initiate legal proceedings or report the default to relevant authorities.

9. Investor Grievance Redressal

- Clients can raise complaints via email at investorgrievances@todisecurities.com or call +91 62894 41854.
- Complaints will be addressed within 7 working days.
- If unresolved, clients may escalate the issue to SEBI's SCORES platform or the relevant exchange.

10. Policy on Proprietary Trading

- The Company may engage in proprietary trading alongside client trading activities.
- There is a clear segregation between proprietary and client trades to ensure transparency and fairness.

11. Information Security and Privacy

- Client data is stored securely and is not shared with third parties except as required by law.
- Clients must maintain confidentiality of their login credentials to prevent unauthorized access.

12. Amendments to Policies

- The Company reserves the right to modify these policies as per regulatory requirements.
- Any changes will be communicated via email or posted on our website.

13. Contact Information

For any queries or concerns, you may contact us at: **Todi Securities Private Limited**

Registered Address: 1, R.N. Mukherjee Road, Martin Burn House, Room no.-12, Kolkata 700 001

Phone: +91 62894 41854

Email: backoffice@todisecurities.com

By using our services, you acknowledge that you have read, understood, and agreed to these Policies & Procedures.