

GUIDELINES ON OUTSOURCING OF ACTIVITIES

ADOPTED BY
GIRIRAJ STOCK BROKING PRIVATE LIMITED
MEMBER: BSE LTD
NSE LTD



GUIDELINES ON OUTSOURCING OF ACTIVITIES

Introduction:

Giriraj Stock Broking Private Limited is a SEBI registered Stock Broker of BSE Ltd & NSE Ltd.

Background:

As per the guidelines issued by Securities Exchange Board of India Circular No. NSE/NSP.19603 dated 15/12/2011; All intermediaries must prepare guidelines on outsourcing of activities. These principles shall be followed by all intermediaries registered with SEBI.

Accordingly, the following principles have been put in place by the company:

We will not outsource the core business activities and compliance functions.

Giriraj Stock Broking Private Limited (hereinafter referred to as the Company) shall render high standards of service and exercise due diligence and ensure proper care in the operations.

The Company shall make an assessment of outsourcing risk which depends on several factors, including the scope and materiality of the outsourced activity, etc. Such a review shall be conducted every quarter. A self assessment of the existing outsourcing arrangements shall be conducted.

There shall not be any prohibition on a group entity/associate of the Company to act as the third party. There shall be distance between the intermediary and the third party in terms of infrastructure, manpower, decision-making, record keeping, etc. for avoidance of potential conflict of interests.

Records relating to outsourcing shall be preserved centrally for review by board at regular intervals and the same shall be regularly updated for continuous operations.

The company shall be liable to the investors and clients for all the activities rendered by the third party.

The company shall conduct appropriate due diligence in selecting the third party and assessing their resources and capabilities, compatibility of the practices and system, level of concentration and the environment of the foreign country where the third party is located which is most for our company.

The Company shall create outsourcing relationship with the third party which shall be governed by written contracts/ agreements/ terms and conditions that clearly describes all material aspects of the outsourcing agreement, including the rights, responsibilities and expectations of the parties to the contract, client confidentiality issues, termination procedures etc.

The company shall establish and maintain with the third party a contingency plan, including a plan for disaster recovery and periodic testing of backup facilities.



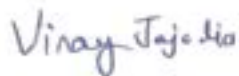
The Company shall take appropriate steps to require that third parties protect confidential information of both the intermediary and its customers from intentional or inadvertent disclosure to unauthorized persons.

The Company shall be responsible for reporting any suspicious transactions/reports to FIU or any other competent authority in respect of activities carried out by third party.

Review of the Policy:

The policy may be reviewed as and when there is any change introduced by any statutory authority or as and when found necessary to change on account of business needs or risk management policy.

For Giriraj Stock Broking Private Limited



**Vinay Jajodia
Compliance Officer**