



STEWART & MACKERTICH WEALTH MANAGEMENT LTD.

CIN: U51109WB1993PLC060987

Vaibhav (5F), 4, Lee Road, Kolkata – 700 020

Tel: (91 33) 3051 5400 / 4011 5400 Fax: (91 33) 2289 3401

Email ID: investors@smifs.com Website: www.smifs.com

NON - MANDATORY POLICIES

OF

STEWART & MACKERTICH WEALTH MANAGEMENT LIMITED

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Company Secretary

Policy Reviewed on April, 2016



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(1) GENERAL PRINCIPLES

These **Non-Mandatory Policies** of Stewart & Mackertich Wealth Management Limited (hereinafter referred to as Stewart & Mackertich) outlines various Policies and Procedures framed and followed by Stewart & Mackertich with respect to its dealings with its Clients as a Stock Broker on National Stock Exchange of India Limited (NSE), Bombay Stock Exchange Limited (BSE) and The Calcutta Stock Exchange Limited (CSE) (collectively hereinafter referred as "the Exchanges").

Stewart & Mackertich shall have right at its sole and absolute discretion to amend / change / revise any of the above said "**Non-Mandatory Policies**" at any time in future depending upon Regulatory changes, its risk management framework, other market conditions etc. and the same shall be binding on the Client forthwith. The said Policies and Procedures and any revision/updation in the same from time to time is / will be available in the official web site of Stewart & Mackertich.

Any action taken by Stewart & Mackertich in accordance with the "**Non-Mandatory Policies**" mentioned herein above can not be challenged by the Client and Stewart & Mackertich shall not be liable to the Client for any loss or damage (actual/notional), which may be caused to the Client as a result.

Stewart & Mackertich has taken utmost care in framing the Non-Mandatory Policies as detailed above, ensuring that the same neither dilute the responsibility of Stewart & Mackertich nor it shall be in conflict with any of the clauses laid in the Mandatory Policies, Rules, Bye Laws, Regulations, Notices, Guidelines and Circulars issued by SEBI and the Stock Exchanges from time to time. However without prejudice, if at a later date, if any of the clauses framed and detailed above by Stewart & Mackertich, in the opinion of the SEBI and/or Stock Exchange, reveal that it is in conflict of the Mandatory Policies, Rules, Bye Laws, Regulations, Notices, Guidelines and Circulars issued by SEBI and the Stock Exchanges from time to time, then such clause(s), framed by Stewart & Mackertich, shall be treated as "**NULL & VOID**" and would stand withdrawn, forthwith.

No term of the agreement other than those prescribed by SEBI, shall be changed without the consent of the Client. Such change needs to be preceded by a notice of 15 days by Stewart & Mackertich. A copy of all the documents executed by Client shall be given to the Client, free of charge within seven days from the date of execution of documents by the Client. Stewart & Mackertich is entitled and shall take acknowledgement of the Client for the receipt of the same.

Policy Reviewed on April, 2016



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(2) POWER OF ATTORNEY POLICY

Stewart & Mackertich has framed its Power of Attorney (POA) Policy based upon the guidelines laid by Securities & Exchange Board of India or the benefits of the investors. The Power entrusted by the clients would be broadly based on the following:

- (i) The POA would be **VOLUNTARY** and **NOT MANDATORY** on the Client.
- (ii) The POA will **NOT** be used for operating **BANK ACCOUNTS** of the Client.
- (iii) The POA will not be used for opening a broking / trading / securities account for facilitating trading with any stock broker and / or opening of a Beneficial Owner Account with any Depository Participant.
- (iv) The POA will not be used to execute trades in name of the client with and/or without their consent.
- (v) The POA will not prohibit, in any way and manner from issuing of Delivery Instructions to the Client.
- (vi) The POA will not prohibit, in any way and manner from operating the said Account by the Client directly.
- (vii) The POA will not be used for merging of balances (dues) under various accounts to nullify debit in any other account.
- (viii) The POA will not be used for opening an email ID / email account on behalf of the client for receiving statement of transactions, bills, contract notes etc.
- (ix) The POA will not be used to renounce liability for any loss or claim that may arise due to any blocking of funds that may be erroneously instructed to the designated bank.
- (x) The POA executed by the client would be **REVOCABLE** and can be withdrawn by the client at any time without notice.
- (xi) The POA will be used for facilitating debit instructions for transfer of securities in respect of the beneficiary account of the client and would be limited to the following accounts, held in the pre-notified accounts held in the name of Stewart & Mackertich only.
- (xii) As mandated by SEBI, the latest updated Demat Account Details as well as Bank Account Details of Stewart & Mackertich for the purpose of dealing with its Client's are provided below:





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DEMAT ACCOUNT DETAILS

	DP ID	Client ID / CM BP ID
NSDL NSE POOL Account	IN301629	10000642
NSDL BSE POOL Account	IN301629	10000651
NSDL CSE POOL Account	IN301629	10000415
CDSL NSE POOL Account	12016000	00000198
CDSL BSE POOL Account	12016000	00000204
CDSL CSE POOL Account	12016000	00002351
CDSL NSE Early Pay In Account	11000011	00015071
CDSL BSE Principal Account	12016000	00000183
CDSL BSE Early Pay In Account	11000010	00017387
CDSL Margin Account (CM)	12016000	00002370
CDSL Margin Account (NSE)	12016000	00035396
CDSL Margin Account (BSE)	12016000	00035402
CDSL Margin Account (F&O)	12016000	00015130
NSDL Margin Account (F&O)	IN301629	10077243
NSDL Margin Account	IN301629	10042292
NSDL Margin Account	IN301629	10002921
NSDL Margin Account	IN301629	10003222
CDSL POA Account	12016000	00000087
CDSL POA Account	12016000	00000072





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BANK ACCOUNT DETAILS

Sr. No	Bank Name and Addresses	Account Number
<u>NSE – CAPITAL MARKET</u>		
1	HDFC BANK LTD. NARIMAN POINT, MUMBAI	00010340002115
2	HDFC BANK LTD. STEPHEN HOUSE, KOLKATA	00080340003956
3	AXIS BANK LTD. 7, SHAKESPEARE SARANI, KOLKATA	005010200038818
4	STATE BANK OF INDIA COMMERCIAL BRANCH, 24 PARK STREET KOLKATA	00000030279061881
5	ICICI BANK LTD 1A, ASHUTOSH MUKHERJEE ROAD KOLKATA	627505025970
6	STATE BANK OF BIKANER AND JAIPUR 14, N.S ROAD, KOLKATA	00000061033312372
7	ALLAHABAD BANK CAMAC STREET, KOLKATA	50016240591
8	CANARA BANK LOWER CIRCULAR ROAD, KOLKATA	0153201100439
9	PUNJAB NATIONAL BANK ELGIN ROAD, KOLKATA	3181002100019088
10	BANK OF BARODA CAMAC STREET, KOLKATA	09020200000802
11	CENTRAL BANK OF INDIA CAMAC STREET, INDUSTRY HOUSE KOLKATA	3094861538
12	YES BANK LIMITED 19 CAMAC STREET, KOLKATA	001783000000191
13	FEDERAL BANK LIMITED 21A, SHAKESPEARE SARANI, 1 ST FLOOR KOLKATA	14000200011272





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14	UNION BANK OF INDIA JUSTICE DWARKA NATH ROAD, KOLKATA	607701010050250
<u>NSE – DERIVATIVE MARKET</u>		
1	HDFC BANK LTD FORT, MUMBAI	00600340003092
<u>NSE – CURRENCY DERIVATIVE MARKET</u>		
1	HDFC BANK LTD FORT, MUMBAI	15770340014553
<u>BSE – CAPITAL MARKET</u>		
1	HDFC BANK LTD NARIMAN POINT, MUMBAI	00010340002159
2	HDFC BANK LTD STEPHEN HOUSE, KOLKATA	00080340003946
3	AXIS BANK LTD 7, SHAKESPEARE SARANI, KOLKATA	005010200038845
4	STATE BANK OF BIKANER AND JAIPUR 14 N.S ROAD, KOLKATA	610681-90816
<u>BSE – DERIVATIVE MARKET</u>		
1	HDFC BANK LTD NARIMAN POINT, MUMBAI	00600340060750
<u>CSE – CAPITAL MARKET</u>		
1	HDFC BANK LTD STEPHEN HOUSE, KOLKATA	00080340003939





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(3) TRADING RELATED POLICY

- (i) The relationship being established between the client and Stewart & Mackertich shall be that of principal and agent and Stewart & Mackertich shall be the agent of the client. The client is required to make independent enquiries and satisfy itself that the client is entitled to enter into the broker client relationship with Stewart & Mackertich in the jurisdiction in which the client resides.
- (ii) Stewart & Mackertich recommends that the client places orders in writing and takes acknowledgement as per the format available from Stewart & Mackertich, so as to avoid any future disputes. The client may also choose to place orders verbally, by visiting the branch or through telephone. The client may authorize its authorized representative to carry out the above, whose orders shall be binding on the client.
- (iii) Stewart & Mackertich recommends that the client modifies / cancels part and/or whole of the orders placed by the client, in writing and takes acknowledgement as per the format available from Stewart & Mackertich, so as to avoid any future disputes. The client may also choose to modify / cancel part and/or whole of the orders placed by the client verbally, by visiting the branch or through telephone. The client may authorize its authorized representative to carry out the above, whose orders shall be binding on the client.
- (iv) Stewart & Mackertich advises that it is preferable that client gives orders on the day the client desires trades, including orders for modification / cancellation, which Stewart & Mackertich will punch in the trading system on a best efforts basis. However if the client chooses to give orders aftermarket hours then upon specific instruction of the client, Stewart & Mackertich may attempt to enter them in the trading system on the next trading day however it may not be possible in all instances to do so.
- (v) Orders given by the client may or may not result in trades and the client is requested continuously monitor the final outcome of the order. It is however made clear that the dealer of Stewart & Mackertich would concurrently update the status of the orders/trades of the client. Where orders have resulted in trades the same may or may not result delivery and the client should continuously monitor its pay-in / payout obligations.
- (vi) No employee, sub broker, director or any other agent of Stewart & Mackertich is authorized to give any assurances of profits, or to manage the account of the client in any discretionary manner. The client must make its own decisions regarding suitability of orders / investments and if need be rely upon its own independent advisers whether in matters of orders / trades or in the matters relating to taxation etc. Accordingly the client should not enter into any personal / private mutual understanding with any



