

Introduction – **Zanskar Securities Private Limited** is a Trading Member of Bombay Stock Exchange Ltd. and National Stock Exchange of India Ltd. Bearing SEBI Registration No. INZ000316631.

SURVEILLANCE POLICY Version-2.0

1. Applicability:

The policy is applicable to the stock broking operations and depository participant (DP) operations w.e.f. 01.08.2021 of **Zanskar Securities Private Limited**.

The policy is framed in accordance with the provisions of SEBI Circular No. SEBI/HO/ISD/ISD/CIR/P/2021/22 dated 01.03.2021, NSE Circular No. NSE/SURV/48818 dated September 01, 2021, BSE Circular 20210701-30 dated September 01, 2021

Surveillance Policy for Stock Broking:

- 1.1. The Stock Exchanges viz. NSE and BSE are providing alerts based on predefined criteria to all the stock brokers including Zanskar Securities Private Limited through their portals. As per applicable Circulars, Zanskar Securities Private Limited is reviewing these alerts and taking appropriate actions after carrying out due diligence viz. either disposing off alerts with appropriate reasons/findings recorded or filing Suspicious Transaction Report (STR) with FIU-India in accordance with provisions of PMLA (Maintenance of records) Rules, 2005.
- 1.2. In addition to the same, Zanskar Securities Private Limited has framed its Surveillance Policy for Stock Broking to generate alerts as per guidance provided in following criteria:
 - 1.2.1. Trading activity in a single day by one client or group of clients who have contributed more than 25% in a single scrip or a single derivative contract.
 - 1.2.2. A client or a group of clients who are either new client / clients or who have reactivated their trading account after significant time gap and who have contributed more than 50% of the total trading volume of a single scrip or derivative contract in a single day.
 - 1.2.3. Client or a group of clients dealing frequently in small quantities in a scrip.
 - 1.2.4. Trading activity of a client found to be disproportionate considering a reported income range detail or network.
 - 1.2.5. A client who has submitted modification request for changes in his/her/its demographic details of address, email id, mobile number, bank details etc. at least twice in a month.

- 1.2.6. A client or a group of clients who have been found to have direct or indirect connection with a listed company and who have executed any transactions prior to any dissemination of any price sensitive information by such listed company.
- 1.2.7. A client or group of clients having more than 20% volume of any scrip listed in for 'information list' or 'current watch list'.
- 1.2.8. A client or group of clients which persistently earn or incur high amount of loss through their trading activities or clients who appear to have executed trades with the objective of transfer of profits or losses.
- 1.2.9. A client who is holding more than 5% of paid-up capital of a listed company and has pledged 100% of his/her/it's such holding for margin purpose and who has also significant trading volume in the same scrip which he/she/it holds.
- 1.2.10. In case of a client or a group of clients who have been identified as per any of the above 9 criteria and whose orders are placed through a dealing office which is far from such client's address as per his/her/its KYC.
- 1.2.11. A client having demat account with Zanskar Securities Private Limited and who has holding in a scrip of more than 5% of paid-up capital of a listed company which has received the same shares through off-market transfer.
- 1.2.12. A client who has received shares of a listed company through multiple off-market transfer and has pledged such shares.
- 1.2.13. Identification of IP addresses of clients to identify multiple client codes trading from same IP address.
- 1.2.14. Clients who are connected with each other as per key KYC parameters of the clients as updated by respective client.
- 1.3. The stock broking operation shall review the alerts provided by Stock Exchanges on an ongoing basis and shall ensure to process the same as early as possible. In any case, these alerts will be processed within 45 days from the date of generation of the alert by the Stock Exchanges.
 - 1.3.1. In case of any delay in disposing off any alerts, reasons for the same shall be recorded.
- 1.4. The stock broking operation shall identify suspicious/ manipulative activities undertaken by any client through monitoring of order(s) and trade(s).
- 1.5. The stock broking operation shall, in case of reporting of any transaction as STR to FIU-India, shall evaluate whether any further action including suspension of the trading activity of the suspect client(s), reporting to Stock Exchanges/SEBI and/or other Regulatory Authorities.
- 1.6. The stock broking operation shall maintain records for such period as is prescribed under PMLA (Maintenance of Records) Rules, 2005, and Securities Contracts (Regulation) Rules, 1957 and any other directions as may be issued by SEBI/ Stock Exchanges from time to time.

2. Surveillance Policy for operations as Depository Participant:

- 2.1. Depository is providing transactional alerts on Fortnightly basis based on threshold defined by DEPOSITORY to the all the Depository Participants including Zanskar Securities Private Limited through DEPOSITORY report download utility. As per applicable Communiqués, Zanskar Securities Private Limited is reviewing these alerts and taking appropriate actions after carrying out due diligence viz. either disposing off alerts with appropriate reasons/findings recorded or filing Suspicious Transaction Report (STR) with FIU-India in accordance with provisions of PMLA (Maintenance of records) Rules,2005.
- 2.2. In addition to the same, Zanskar Securities Private Limited has framed its Surveillance Policy for Stock Broking operations to generate alerts as per guidance based on following criteria:
 - 2.2.1. Multiple Demat accounts opened with same PAN/mobile number/ email ID/ bank account details/ address. While reviewing BO account details, the details of existing BO shall also be considered.
 - 2.2.2. Email/ letters sent to clients on their registered email ID/address which bounces/ returns undelivered.
 - 2.2.3. A BO who has submitted modification request for changes in his/her/its demographic details of address, email id, mobile number, bank details, POA holder, Authorised Signatory etc. at least twice in a month.
 - 2.2.4. Frequent off-market transfer of securities more than twice in a month without genuine reasons.
 - 2.2.5. Off-market transactions not commensurate with the income / networth of the BO.
 - 2.2.6. Pledge transactions not commensurate with the income/networth of the BO.
 - 2.2.7. High value off-market transfer immediately after modification of either email ID/mobile number/ address without genuine reason.
 - 2.2.8. Review of reasons for off-market transfer provided by the BO which appears non-genuine based on either profile of the BO or on account of reason codes, including frequent off-market transfer with reason code gift/donation to unrelated parties and/or with reason code off-market sales.
 - 2.2.9. Sudden increase in transaction activity in a newly opened account in a short span of time. An account in which securities balance suddenly reduces to zero and an active account with regular transaction suddenly becomes dormant.
- 2.3. The DP shall review the alerts provided by DEPOSITORY on fortnightly basis and shall ensure to process the same as early as possible. In any case, these alerts will be processed within 30 days from the date of generation of the alert by DEPOSITORY.
 - 2.3.1. In case of any delay in disposing off any alerts, reasons for the same shall be recorded.
- 2.4. The DP shall identify suspicious/ manipulative activities undertaken by any client through monitoring of transaction(s)

- 2.5. The DP shall, in case of reporting of any transaction as STR to FIU-India, shall evaluate whether any further action including disassociating with the suspect client(s) and reporting to DEPOSITORY/SEBI and/or other Regulatory Authorities.
- 2.6. The DP shall maintain records for such period as is prescribed under PMLA (Maintenance of Records) Rules, 2005, and Securities Contracts (Regulation) Rules, 1957, SEBI (Depository and Participants) Regulations, 1996, DP Operating Instructions and any other directions as may be issued by SEBI/ Stock Exchanges from time to time.

3. Process of disposal of alerts and action:

- 3.1. The designated officials who are tasked to review the alerts on daily basis shall review the same.
- 3.2. If the designated official finds after review and due diligence that the alert is required to be closed, the official shall close the same with appropriate remarks.
- 3.3. If the designated official after due diligence and making such inquiry as such official finds necessary comes to a conclusion that the alert warrants an action, the official will forward the same with his/her views to the Compliance Officer for his/her approval.
- 3.4. The Compliance Officer, after review of the alerts along with the submitted comments of the designated official, decides to close the alert, he/she shall close it with appropriate remarks. If the Compliance Officer finds that action in respect of such alert is warranted, he/she shall take such actions including filing STR with FIU-India, informing to Stock Exchanges and DEPOSITORY and/or discontinue the relationship with the client.
- 3.5. The report of such instances along with adverse observations and details of actions taken shall be submitted to the Stock Exchanges/ DEPOSITORY within 7 days from date of identification of such instances.
- 3.6. The records of alerts generated, disposed of as closed and details of action taken wherever applicable shall be maintained with such security measures as would make such records tamper proof and the access is available on to designated officials under the supervision of the Compliance Officer.

4. Obligations of Compliance Officer/ Designated Director and Internal Auditor of the Stock Broking Business and Depository Participant operations:

- 4.1. The surveillance activities of the stock broking operations and that of DP operations shall be conducted under overall supervision of the Compliance Officer of Zanskar Securities Private Limited. The policy implemented by Zanskar Securities Private Limited in accordance with the provisions of Prevention of Money Laundering Act, 2002 and rules made thereunder as Reporting Entity.
- 4.2. A quarterly MIS shall be put up by the Compliance Officer to the board and the Designated Director giving number of alerts generated during the quarter, number of alerts closed, number of alerts on which action taken with details of action taken and number of alerts pending at the end of the quarter along with reasons for pendency and action plan for closure. The Board as well as the Designated Director shall be apprised of any exception noticed during the disposal of the alerts.

- 4.3. The Designated Director shall be responsible for all surveillance activities carried out by the trading member.
- 4.4. Zanskar Securities Private Limited shall submit its surveillance policy to the internal auditor for stock broking operations and internal auditor of DP operations for review and shall satisfy the queries/questions, if any, raised by the internal auditor with respect to the implementation of the surveillance policy, its effectiveness and the alerts generated.

5. Obligation of Quarterly reporting of status of the alerts generated for Stock Broking Operations and Depository Participant Operations:

- 5.1. A quarterly statement providing duly approved status of alerts in respect of stock broking operations on quarterly basis shall be submitted to BSE and NSE in the following format within 15 days after the end of the quarter:

A. Status of Alerts generated by the Trading Member:

Name of Alert	No. of alerts under process at the beginning of quarter	No. of new alerts generated in the quarter	No. of alerts Verified & Closed in the quarter	No. of alerts referred to Exchange (*)	No. of alerts pending/ under process at the end of quarter

B. Details of alerts referred to the Exchange

Sr. No.	Date of Alert	Type of Alert	Brief observation and details of action taken	Date referred to Exchange

C. Details of any major surveillance action taken (other than alerts referred to Exchanges) if any during the quarter

Sr. No.	Brief action taken during the quarter

In case Zanskar Securities Private Limited does not have anything to report, a “NIL Report” shall be filed within 15 days from the end of the quarter.

- 5.2. A quarterly statement providing duly approved status of alerts in respect of DP operations on quarterly basis shall be submitted to DEPOSITORY in the following format within 15 days after the end of the quarter:

A. Status of Alerts generated by the Depository Participant:

Name of Alert	No. of alerts under process at the beginning of quarter	No. of new alerts generated in the quarter	No. of alerts Verified & Closed in the quarter	No. of alerts referred to Exchange (*)	No. of alerts pending/ under process at the end of quarter

B. Details of any major surveillance action taken (other than alerts reported to DEPOSITORY) if any during the quarter

Sr. No.	Brief action taken during the quarter

In case Zanskar Securities Private Limited DP operation does not have anything to report, a "NILReport" shall be filed within 15 days from the end of the quarter.

6. Facility to upload supporting documents for Surveillance alerts

Depository Participants can now upload supporting documents on an as-needed basis along with their clarifications for surveillance alerts raised by CDSL on the Surveillance Portal. This feature enables DPs to securely attach relevant documents along with remarks, ensuring the safe handling of sensitive information while maintaining a clear and traceable record of all submissions for future reference.

7. Timeline for DPs to report adverse observations

Any alerts generated by the DP, any instance involving adverse observations, if identified, must be reported to CDSL within 7 days from the date of identification, along with details of the actions taken.

Further, in line with SEBI's directive to establish a definitive timeline for addressing adverse alerts, DPs are required to analyse and report adverse observations within two months from the date of the transaction. While reporting such observations to CDSL, DPs must provide:

- A detailed summary of the analysis conducted
- A clear rationale for classifying the observation as adverse

This approach ensures timely escalation, accountability, and compliance with the surveillance framework.

8. Dashboard Facility for DPs

CDSL has introduced a new feature in the DP Alerts Dashboard, offering Depository Participants (DPs) enhanced access to key data and summary information related to surveillance alerts generated and assigned to them.

This feature provides a consolidated view of:

- Total alerts generated
- Pending alerts
- Alerts reviewed and returned by CDSL
- Closed alerts
- Alerts responded to and addressed back to CDSL

Additionally, DPs can now view month-wise alerts for a period of up to one year at a time, enabling improved tracking, monitoring, and compliance management.

9. Schedule of the implementation of the policy:

- 9.1. The policy shall be implemented by stock broking operations with effect from 01.07.2024. The first reporting by Stock Broking operations shall be submitted within 15 days of 30.09.2024.

10. Review of Policy:

The Surveillance Policy shall be reviewed on periodic basis and at least once a year by the Compliance Officer to ensure that the same is updated in line with market trends, updated regulations, and practices.