OUTSOURCING POLICY
Padam Towers Securities Limited

The outsourcing policy of the company is as under:

ACTIVITIES THAT CAN BE OUTSOURCED BY THE COMPANY

Following activities can be outsourced by the company

• Data entry and opening of trading accounts
• Scanning and storage of account opening forms
• Printing and dispatch of welcome kits and dispatch of quarterly transaction statements
• Customer services
• Dispatch of contract notes
• Stock brokers acting as distributors for Mutual Funds schemes - distribution, maintenance of nomination details by distributors for the various schemes of Asset Management Companies, etc.

ACTIVITIES THAT SHOULD NOT BE OUTSOURCED BY THE COMPANY

The following activities not to be outsourced by the company:

• Creation of user id/login id, password generation for internet clients
• Order management
• Operation of trading terminals
• Operations & Monitoring of Bank A/cs & DP A/cs
• Pay in / pay out of funds and securities
• Generation & dispatch of contract notes, quarterly statement of accounts, daily margin statement and monitoring of the said activities.
• Control of servers and online trading platform
• Maintenance & monitoring of client database & client financial information
• Surveillance function
• Allotment / surrender of trading terminals, opening & closing of branches
• Implementation of PMLA policies
• Risk Management system (which includes margins, trading limits, scrip / terminal enablement
   etc.
• IT Technology Infrastructure
• Printing of contract notes