

**lwtflq bfn Joj ; foln]/Vg'kg]j j /Of kofhgsf]nful**

**cg'rl !Mufx kl/ro-kq (Client Identity Card)**

**JolQmt ufxsf]nflu**

lwtflq Aoj ; fol sDkqlsf]gfd lwtflq Aoj ; fol sif g+ 7ufg		ufxs kl/ro btf(g-M)
ufxsf]gfd M gful/stf kdf0fkq g+tyf hf/l ul/Psf]:yfg / ldtM :yfol 7ufg M xfnsl]7ufg tyf knf g-M afa'+cdfsf]gfd M klt +kqlsf]gfd M afh] ; ; /fsf]gfd M ufxsf]kzf M ufxsn]lwtflq sl/f]/ ubf(kofu) ug]a}sf]gfd / vtf g-M ufxsf]b:tvM ldt M	kb M b:tvM ldt M sfofosf]5fk M	knf]

**;ayfut ufxsf]nflu**

lwtflq Aoj ; fol sDkqlsf]gfd lwtflq Aoj ; fol sif g+ 7ufg		ufxs kl/ro btf(g-M)
;ayfsf]gfd M btf(g+ ldtM 7ufg M knf +knbs; g-M ufxsf]kzf jf Aoj ; fo lfg M ufxsn]lwtflq sl/f]/ ubf(kofu) ug]a}sf]gfd / vtf g-M sfof/l kdfvsf]b:tvM ;ayfsf]5fk M ldt M	kb M b:tvM ldt M sfofosf]5fk M	

**cg'rl @ Mcfb btf]stfj (Order Registration Book)**

qm ; =	ufxs kl/ro btf(g+	ufxsf]gfd	lwtflq	Ufxsn]t}sf] dNo	kl/dfof	cfbz btf(; do	cfbzsf]k}f/	cfbzsf zt{?	cfbzsf] cj:yf	k}sl/lwtflq hddf	s]knot
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**gf M**

!= cfbzsf]cj:yf df sl/f]/ ePsf, sl/f]/sf nful knfuf /xsf, Sof; ln ePsf, jf sl/f]/sf nful /Vg gefoPsf xg ; S5g / o; sf]klj iel x} lbgsl]cfio ; Dd ul/; Sg'kbf .

@= k]os sl/f]/sf nful /Vg gefoPsf cfbzsf]k}f iel x} lbgsl]z?df qndab ?kdf ug]kbf .

#= lwtflqdf ; Dalwt ; ul7t ; ayfsf]gfd / lwtflqsf]k}f/ vhfpg'kbf . pbfx/0fsf]nful :6of8f r6f]sf] ; fw/Of z}sf]nful SCB-OS .

\$= c; Dalwt sf]hddf NA n]g'kgf . pbfx/0fsf]nful ufxsn]cfbzdf dlo gtf]sf]ep k}f]sf]hddf NA n]g'kgf .

%= cfbz kqsf]btf(g+cfbz btf]stf]q; = xg'kbf .

^= cfbzsf]k}f/df vl/b jf lasl] vhfpg'kbf .

**cg: Fl # Mleqg/ jflx/g]sfuhfts]stfj (Document's Inward-outward Book)**

qm ; =	u]xs kl/ro btf(g+	u]xssf]gfd	sfuhfts]gfd	sfuhfts] lj/0f	sfuhft leqPsf] ldtl	sfuhft afxl/Psf] ldtl	sfuhft klq]:yfg	slknot
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**cg: Fl \$ Ms// gq (Contract Notes)**

lwtflq Aoj ; fol sDkgsf]gfd	lwtflq ; Da0ml Pq, @)^# sf]bkn && sf]oj:yf adf]hdsf]	cfyl& jif@									
lwtflq Aoj ; fol sfq g+ 7qf	u]xsnf0]bgkg]s// gq	s// gq g-#									
u]xs kl/ro btf(g-# u]xssf]gfd / x]nsf]7qf M		s// gq hf/L u]sf]ldt M									
qm ; =	lwtflq	cfb] kqsf] ldtl	cfb] sfof]og ldtl	kl/df0f	d]b	/sd	Aoj ; folx?sf] sld;g	lgodg lgsfox?sf]sld;g lwtflq ahf/ ; qf	Soffk6n uq 6ofS;	u]xsn]tgkg]f lngkg]/sd	slknot
lx; fa /fk# fkm xg]bg M u]xsn]lwtflq sf/]f/ ubf(kqf) ug]a]sf]gfd / vtf g-#								lwtflq Aoj : folsf]sfof]o kqf]hgsf]nful ?h'ug]clwsl/sf]gfd M b:tv t M ldtl M sfof]osf]5fk M			

**cg: Fl % Mu]xssf]lwtflq ; Da0ml]jj/0f (Statement of Securities of Clients)**

qm ; =	u]xs kl/ro btf(g+	u]xssf]gfd	lwtflq	kl/df0f	lwtflq leqPsf]ldtl	lwtflq afxl/Psf] ldtl	lwtflq leqPsf]afxl/Ps f]si/0f	lwtflq klq] :yfg	slknot
gq M lwtflq leqPsf]f] flx/Psf]sf/0fd /fk# fkm]nful jf u]xsnf0]kmtf(ug6f nful xg ; Sb5 .									

**lwtflq bnfn Joj ; foln]k] ug]kg]kl]j]bg kqf]hgsf]nful**

**cg: Fl ^ Mv/blaqm sf/]qf/sf]ef]ks l:ytl (Physical Status of Transactions)**

qm ; =	sh u]xssf] ;wof	gofFu]xssf] ;wof	cfb] btf]stfa cg'f/sf]h0df cfb]	sf/]f]// ePsf cfb]x?	sf/]f]//sf nful /Nq gEof0Psf cfb]x?	/2 ePsf cfb]x?	sf/]f]//sf nful kinf]f /x]sf cfb]x?	sf/]f]// ePsf sh sDkglx?	slknot
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cg:rl & Msl/f/f/sf/lj Qlo l:ytI (Financial Status of Transactions)											
qm: ; =	sh u xssf] ; wof	sf/fj// ePsf sh sDkqlx?	cfbZ btf{stfa cg; f/sf]hDdf cfbZ	sh sf/fj// ePsf cfbZx?	sh sf/fj// /sd	Aoj ; folx?sf] sld;g	lgodg lgsfox?sf]sld;g		Soflk6n uq 6ofS;	s]kmt	
							gB: ]	; 3fQ			

cg:rl * Msl/f/f/sf/lkm fkm tyf gfd; f/l :yug (Transactions Pending Clearing and Settlement)											
qm: ; =	u xk kl/ro btf{q+	u xssf]gfd	lwtflq	cfbZ kqs] ldtl	cfbZ sfof]og				:yug la6b'	:yugsf]sf/0f	s]kmt
					ldtl	kl/dfof	dno	/sd			

gfQ M  
 != :yug lj 6bdf Aoj ; fol cfkm]f lwtflq ahf/ jf sDkgl xg ; Sb5 .  
 @= :yugsf]sf/0fdf /fkm fkm jf gfd; f/l cfbL xg ; Sb5g\

cg:rl ( Mu xssf]lwtflq : Da6ml]lj /0f (Statement of Securities of Clients)									
qm: ; =	u xk kl/ro btf{ q+	u xssf]gfd	lwtflq	kl/dfof	lwtflq lelpPs]ldtl	lwtflq afxl/Psf] ldtl	lelpPs]afxl/Psf]sf/0f	lwtflq k6g] :yfg	s]kmt

gfQ M lwtflq lelpPs]j flxl/Psf]sf/0fdf /fkm fkm]nful jf u|xsnf0]kmtf(uq6f nful xg ; Sb5 .

cg:rl ! ) Msl// gfQ ; Da6ml]lj /0f (Statement of Contract Notes)																
qm: ; =	u xk kl/ro btf{ q+	u xssf]gfd	s// gfQ g+	lwtflq	cfbZ kqs]ldtl	cfbZ sfof]og				lx; fa /fkm fkm xg]ldtl	Aoj ; folx?sf] sld;g	lgodg lgsfox?sf]sld;g		Soflk6n uq 6ofS;	u xsn]tg]g] jf lngkg]sd	s]kmt
						ldtl	kl/dfof	dno	/sd			gB: ]	; 3fQ			

cg:rl !! Mu xssf]gub tyf aZ ; Da6ml]lj /0f (Statement of Client's Cash or Bank)											
qm: ; =	u xk kl/ro btf{ q+	u xssf]gfd	gub lj j/0f	aZ dff]bt lj j /0f			/sd	/sd c]Ps]ldtl	p47o	; Deflj t kmtf; dfo]h g ldtl	s]kmt
				aZsf]gfd	vrtf g+	/sd					