

## **FRAUD PREVENTION**

Tradejini financial services Pvt.Ltd (TF SPL) is committed to ensuring that your trading accounts remain secure and that your personal information remains private. Here are some tips that will help you feel comfortable when you trade with us.

### **Protect Your Online Trading Account**

Internet and wireless technologies have made it easy for investors to check their Trading Account information and initiate investment transactions online from remote locations. TF SPL issues this Alert to warn investors to take precautions to ensure the security of their Trading accounts. Not doing so puts your account information and investments at risk. By following a few simple steps, you can make it tougher for unauthorized parties to gain access to your account. If your account access information has been stolen or compromised you can get in touch with us on +91-80-4020 4020 or drop us a mail at [help@Tradejini.com](mailto:help@Tradejini.com)

### **Log-Out**

It is very important to terminate each online session when you are finished – usually by clicking the "Log out" link on the site. This is the computer equivalent to locking the door when you leave the house. If you merely type in another address, or close or minimize the web browser window, it may be possible for unauthorized users with access to the same computer to gain access to your account information. Retrieving this information could be as easy as clicking on the Internet browser icon, pressing the browser's Back button, or recalling a browser's Internet History.

### **Remember Passwords Feature on Browsers**

Recently, popular browsers such as Microsoft Internet Explorer have introduced a feature where the browser offers to "remember" your usernames and passwords to secure web sites. We strongly discourage you from using this feature as it may allow others who can access your computer to log in to your Trading or other online accounts without your knowledge or permission. Never allow the browser to remember user names and passwords while using a public or shared computer.

### **Other Tips**

Here are a few other helpful hints to keep your information safe and secure:

- Avoid using any computer that is not your own to access your Trading or other online account.
- Never share your password information with others.
- Create passwords that are unpredictable and counter intuitive, and don't use the same password for different accounts.
- Change passwords regularly.

- Beware of over-the-shoulder snoops while using public computers.
  - If you suspect that your password has been stolen or used by others, notify us immediately.
  - If you must use a public or borrowed computer, you can marginally diminish the risk by clearing all Temporary Internet Files and History from the browser after you are finished (if you are using Microsoft Internet Explorer, this is done by clicking the Tools menu, selecting Internet Options, then selecting Delete Files from the Temporary Internet Files Option and Clear History from the History area). Note: You may not always have the freedom to delete this information from someone else's computer, and you can't be certain if it contains spyware or viruses.
  - Do not store passwords in a file on your PC or laptop. They are at risk if your computer is serviced or stolen.
- Securing Internet-Connected Computers
- Keep your computer up-to-date with the latest security updates.
  - Install a firewall and anti-virus software on any laptop or PC with wireless connectivity.
  - While accessing your personal financial information online, you should have a secure web connection at all times. The web site address should start with "https://" instead of "http://" and you should see a secure symbol such as a closed padlock or key on the status bar in the lower right part of your screen. Read Account Statements Carefully Be sure to review your account information regularly. If there are transactions that look suspicious, report them to us immediately.

## **Do's and Don'ts**

### **Do The Following**

#### **Pre Account Opening**

- Deal only with SEBI registered intermediaries / authorized persons. Check with the Exchange to see whether the member is registered with the Exchange.
- Please carry out due-diligence before registering as a client with any Intermediary.
- Carefully read and understand the terms and conditions and the contents stated in the Risk Disclosure Document, which forms part of the investor registration requirement for dealing through brokers in the Stock Market.

#### **Account Opening**

- Read and understand every document in the Registration Kit carefully before signing it.
- Enter accurate and complete details in the application, fill up all the fields and provide all the required attachments. Do not leave any spaces blank. The correspondence address should always be updated as and when a change of address occurs.

### **Pre Trading**

- Adopt trading / investment strategies commensurate with your risk bearing capacity, as all investments carry risk, the degree of which varies according to the investment strategy adopted.
- Assess the risk-return profile of the investment as well as the liquidity and safety aspects before making and / or acting upon your investment decision.
- Familiarize yourself with the rules, regulations and circulars issued by stock exchanges / SEBI before carrying out any transaction.
- Please be informed that there are no guaranteed returns on investments in stock market investments in Capital Markets which are subject to market risks.

### **Trading**

- Before placing orders with any market intermediaries always check credentials of the organization, its management, its fundamentals and recent announcements made by them and various other disclosures made under various Regulations. The sources of information are the Web Sites of exchanges and companies, databases and data vendors, business magazines, and any and all other relevant sources.
- When calling on the phone number of your local branch always give clear and unambiguous instructions while placing orders over the phone. In case you visit the branch office, kindly give your orders in written and signed instructions.
- Please bear in mind that while it is our endeavor to inform you in case of a margin call, it is your responsibility to maintain margins. The Company will square up outstanding positions in case of shortfalls in margin and delays in payments.

### **Post Trading**

- Always insist on contract notes from your broker. In case of any doubts regarding your transactions, verify the genuineness of the same on the Exchange websites.
- Always insist on periodical statements of your ledger.
- It is advisable to provide us your valid e-mail accounts so that your contact notes are posted on the same day of trading.
- Always settle any dues through the normal banking channels with the relevant market intermediaries.
- Always issue cheques and/or drafts in the trade name of the trading member from your own bank account only and deliver securities into the pool account of the trading member from your own beneficiary account only.

- Please insist for an official receipt for all your payments made by you to the trading members either by cheque and/or demand draft. You should mention your trading code and segment for which the payment is made on the reverse of the instruction.
- Please insist on your statement of accounts at regular intervals and check for all the entries therein. Any discrepancies should be brought to our notice immediately.
- In case of disputes, please write to us at [help@Tradejini.com](mailto:help@Tradejini.com)

### **Do Not Do The Following**

#### **Account Opening**

- Do not start trading until you have read and understood the Risk Disclosure Document and Member-Client Agreement.
- Do not fill in wrong or incomplete details. Do not overwrite, or cancel any completed details.

#### **Pre Trading**

- Do not deal with any third party / unregistered intermediaries / unauthorized persons.
- Do not be influenced by information which does not originate from an appropriate source.
- Do not be misled by rumors or tips.
- Do not get carried away by luring advertisements or media reports on corporate developments, as they could be misleading.
- Do not undertake deals on behalf of others.
- Do not fall prey to promises of guaranteed returns.
- Do not blindly imitate investment decisions of others who may have profited from their investment decisions.
- Do not pre-sign uncompleted Delivery Instruction Slips (DIS) of your depository accounts.
- Do not sign blank Delivery Instruction Slips (DIS) and keep them with the Depository Participant or broker to save time.

**Trading**

- Do not reveal your password to any other person(s).
- Do not forget to take note of risks involved in investments.

**Post Trading**

- Do not accept unsigned / duplicate contract notes / confirmation memos.
- Do not make payments in cash / delivery of securities from any account other than your own beneficiary account.
- Do not delay payments.
- Do not make payment of money / delivery of securities in the personal account of authorized persons / employees of the trading member.

For further details on Investor Rights and Obligations and other related issues, please refer to the Investor Forum section on the NSE Website at [www.nseindia.com](http://www.nseindia.com) .

**CAUTION NOTICE**

No Sub-broker or official of the Company is authorized to accept any payment or delivery of securities into his account. NO DEALINGS IN CASH ARE ALLOWED BY Tradejini financial services Pvt Ltd . Any Investor / client offering cash would be doing the same at his own risk.