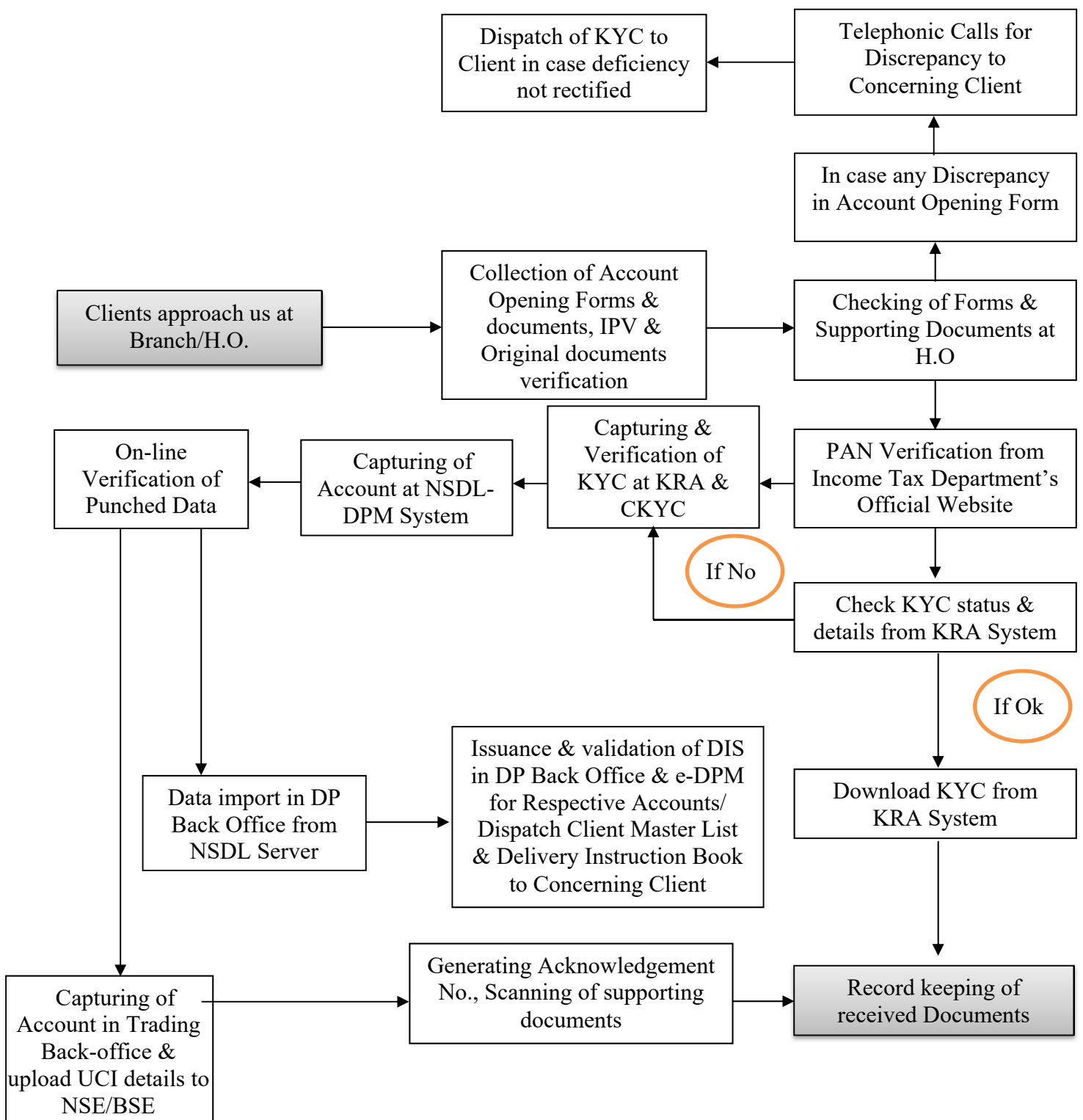


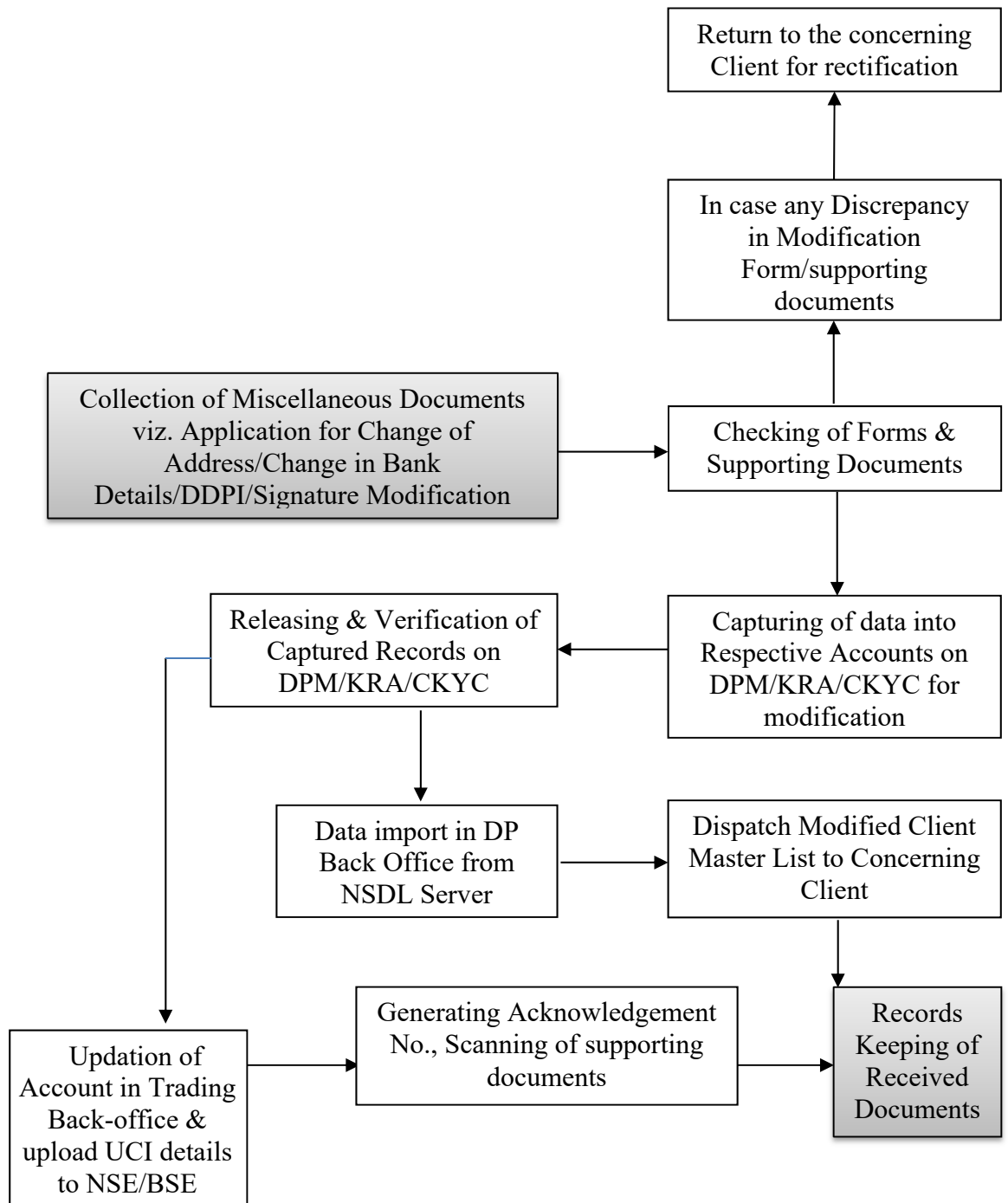
# BHARAT BHUSHAN EQUITY TRADERS LTD

## PROCESS FLOW

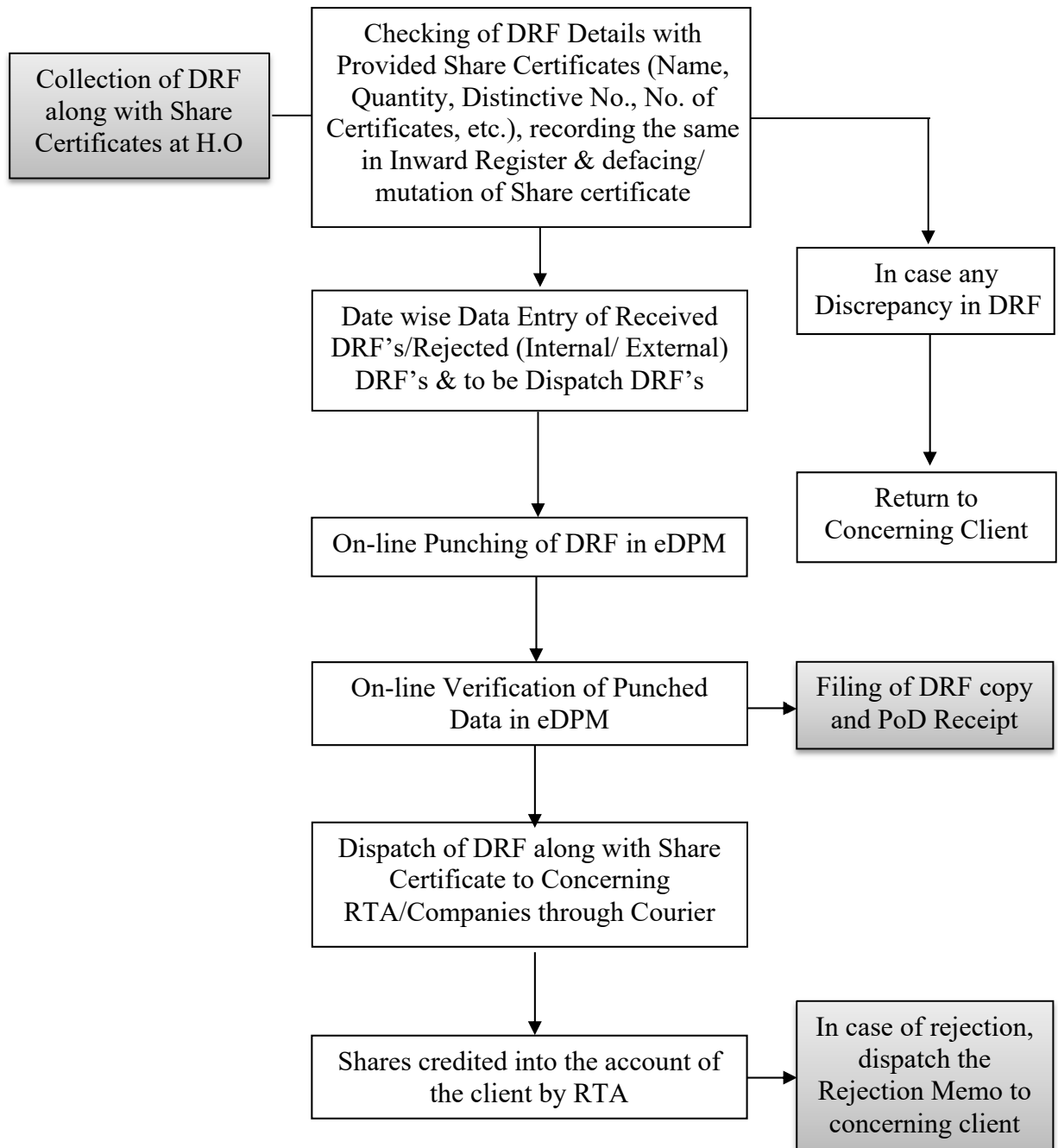
### (i) Demat & Trading Account Opening and Maintenance (Deadline: Normally Five Working Days)



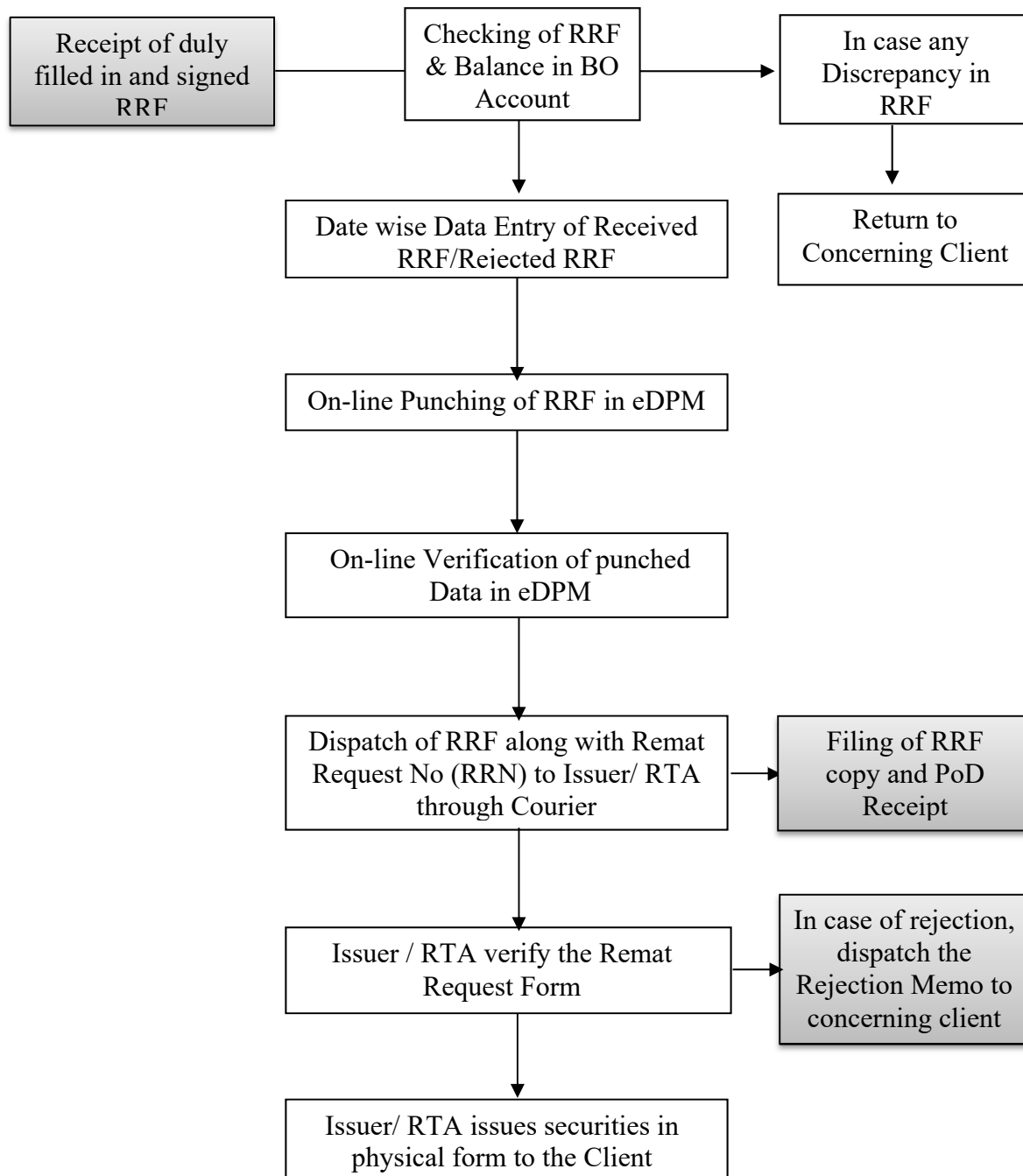
(ii) Client Master Modification Forms (Deadline: Normally Two Working Days)



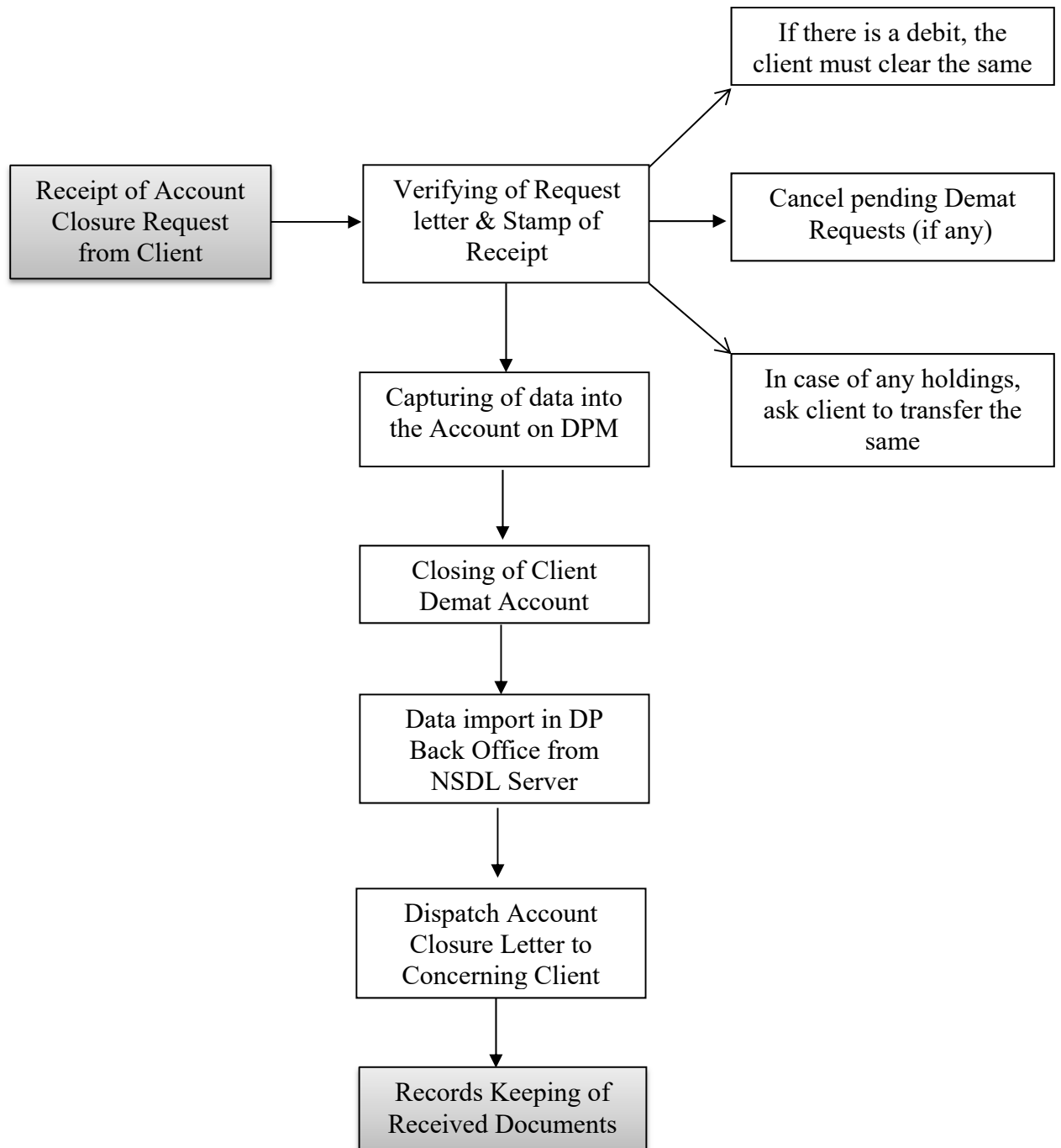
(iii) Dematerialization of Securities (Deadline: Normally Five Working Days)



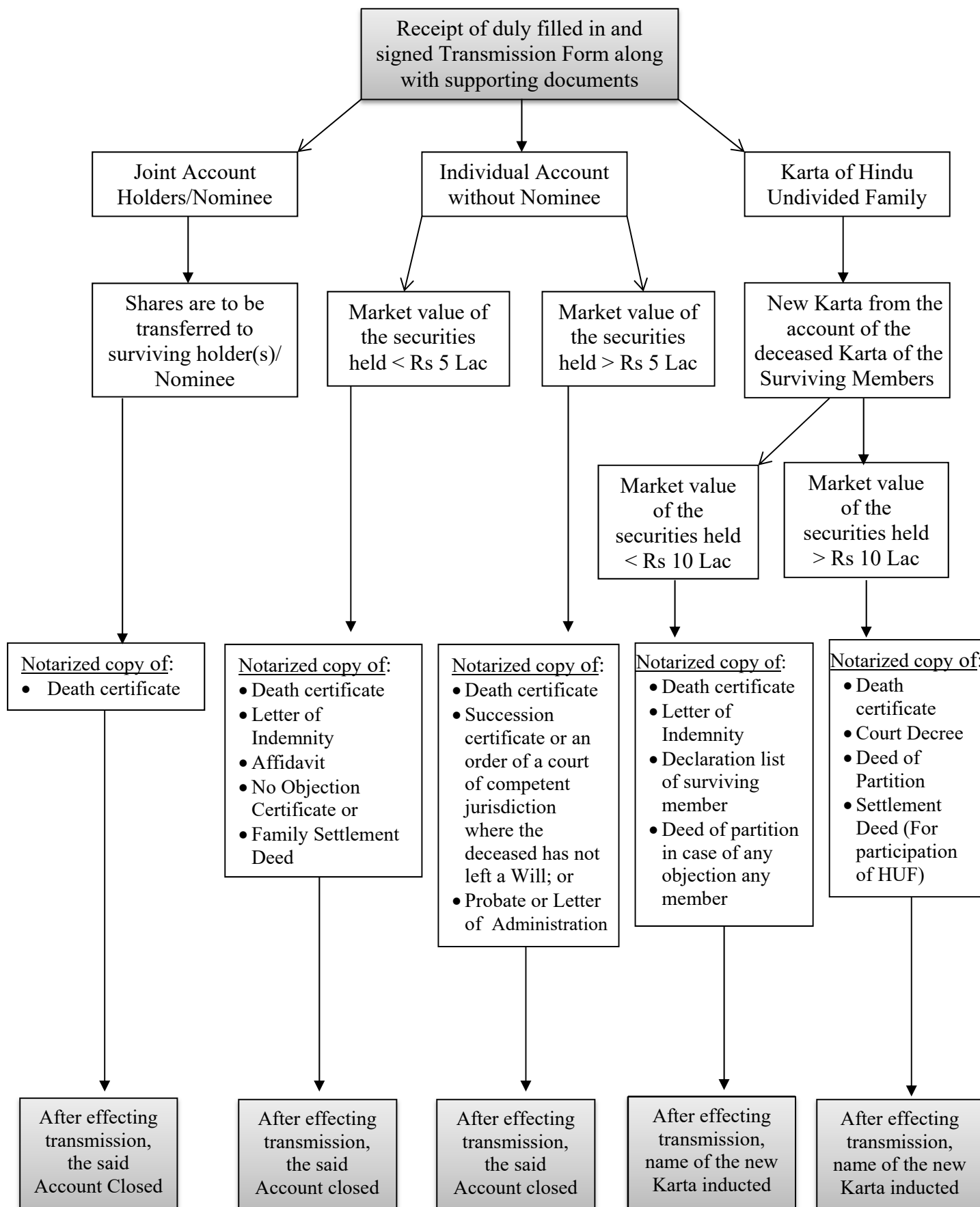
(iv) Rematerialisation of Securities (Deadline: Normally Five Working Days)



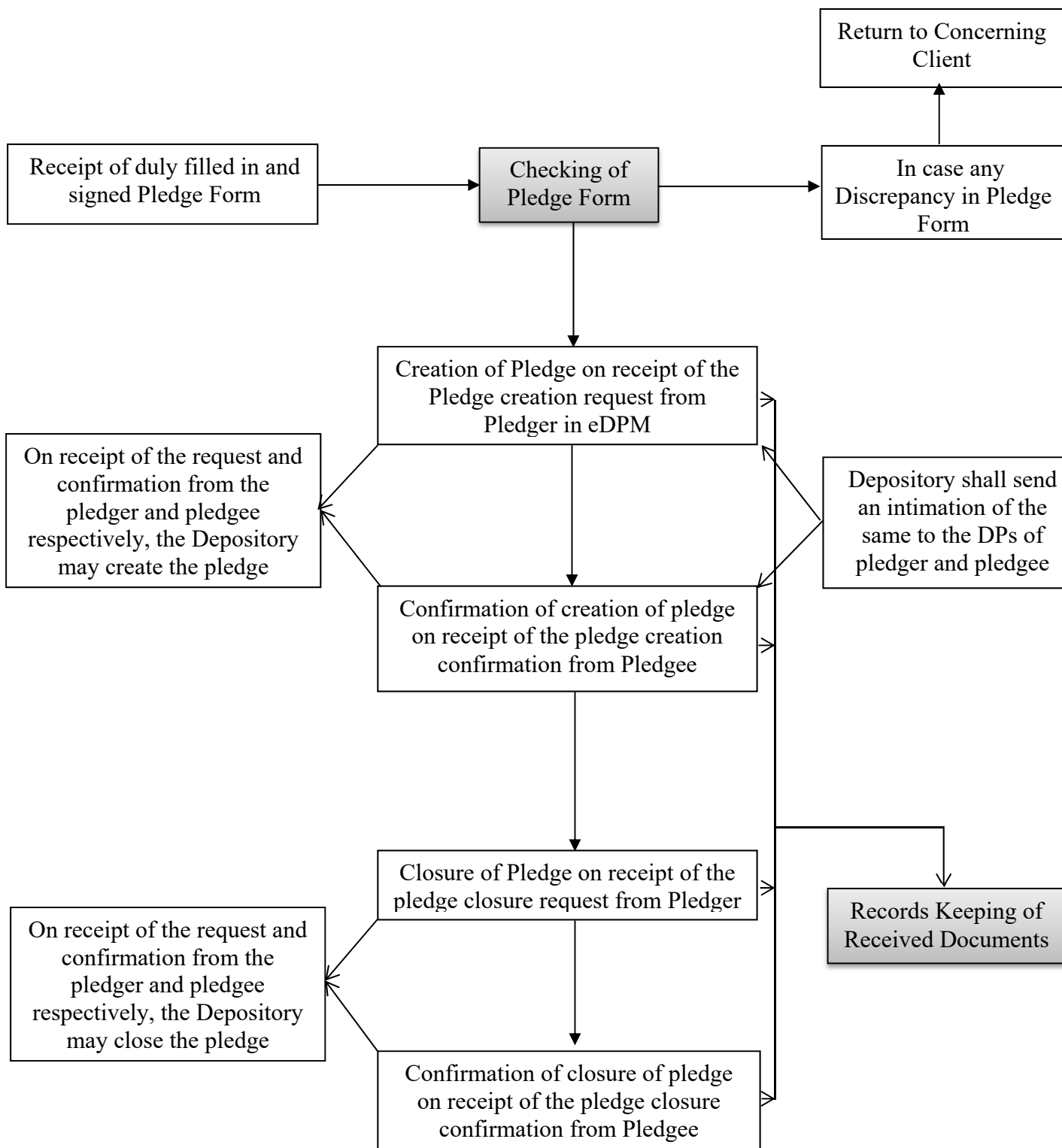
(v) Account Closure (Deadline: Normally Two Working Days)



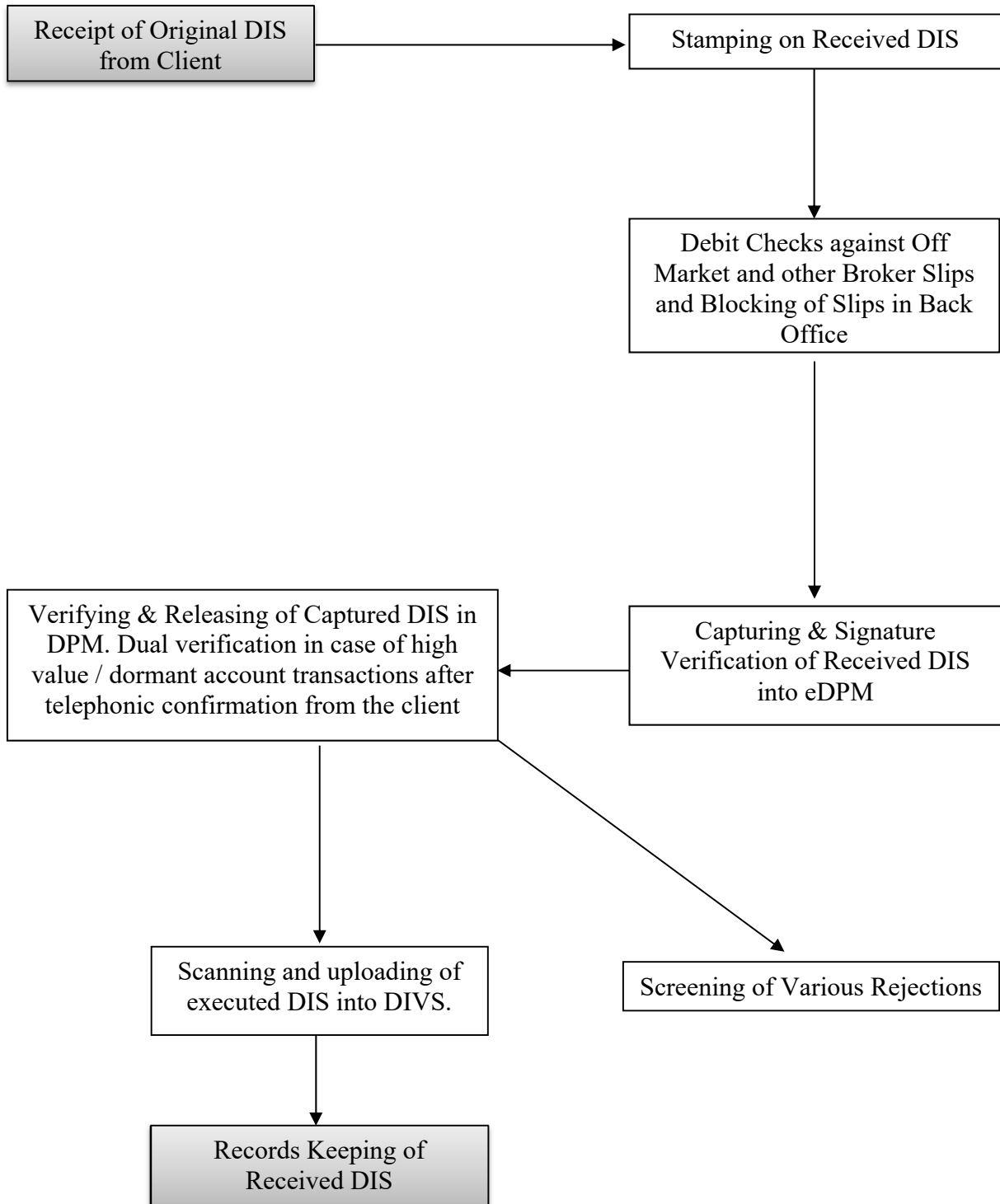
(vi) Transmission (Deadline: Normally Five Working Days)



(vii) Pledge /Unpledge/ Hypothecation (Deadline: Same Day)

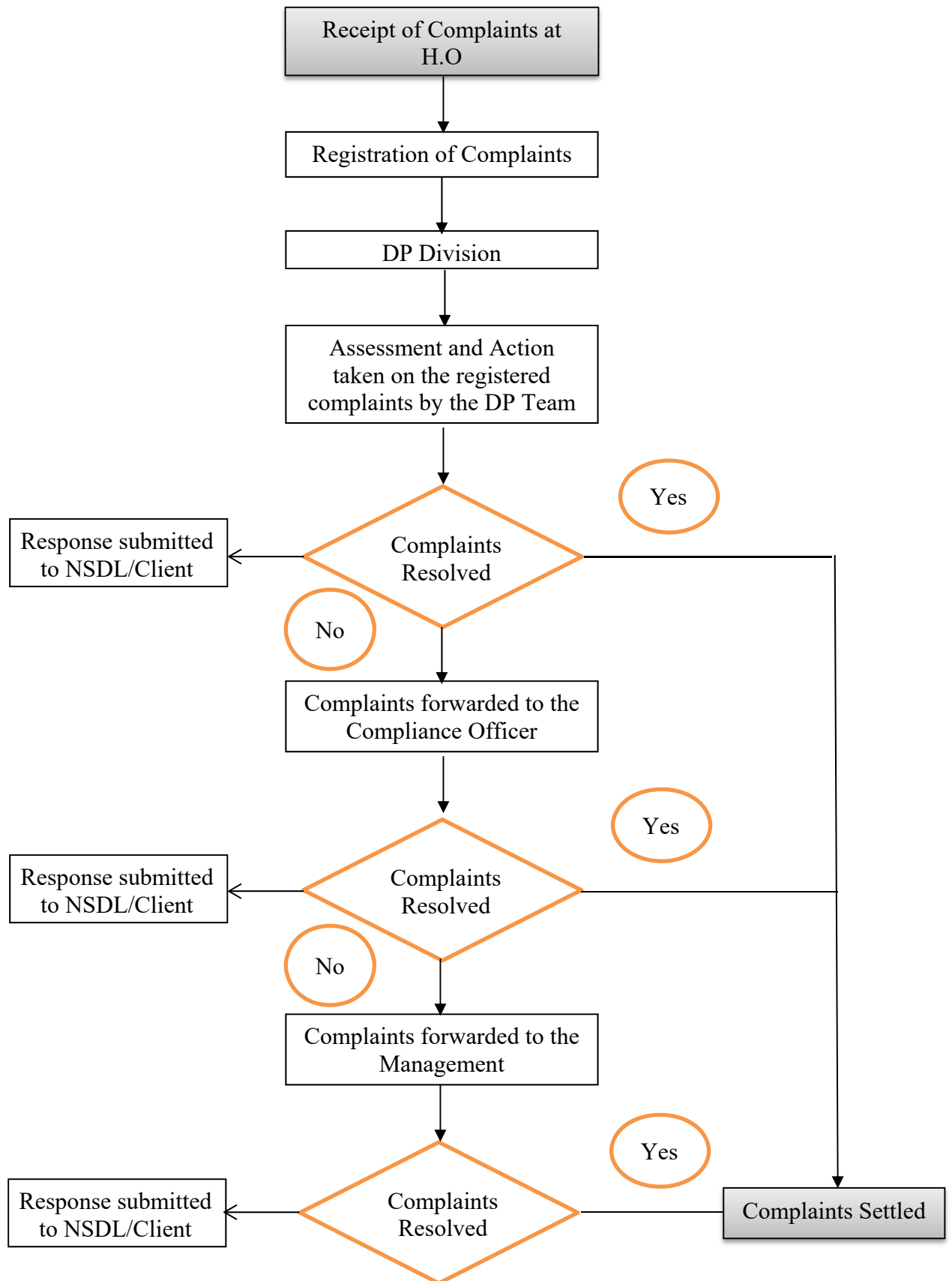


(viii) Instruction Processing (Transfer of Securities and Processing of DIS)  
(Deadline: Same Day)



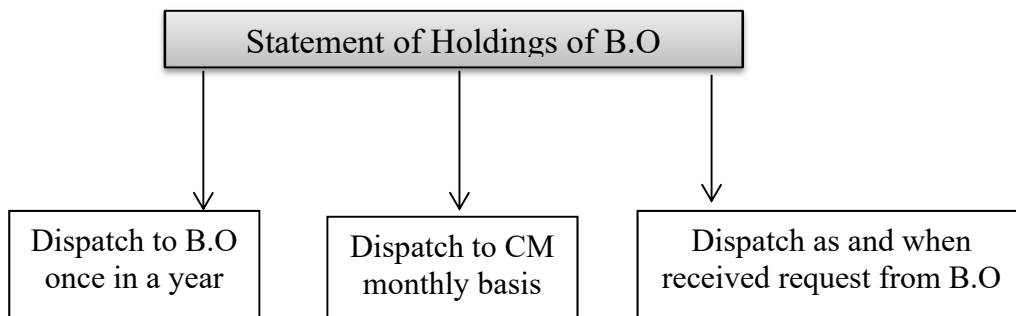


(ix) Complaints Redressal Mechanism (Deadline: Normally Fifteen Working Days)

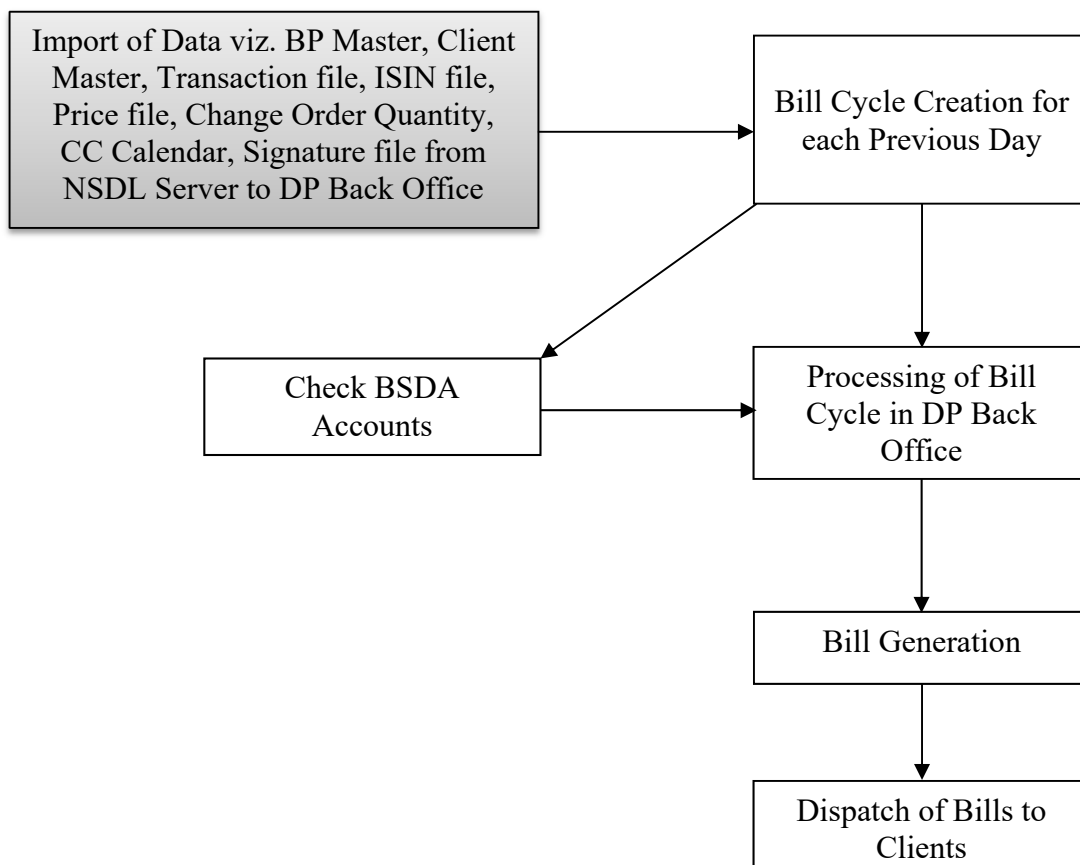


(x) Statement of Holdings (Deadline: Normally Five Working Days)

Sending of Statement of Account to all the clients (Excluding Clearing Member (CM) Accounts) in respect of their demat accounts to be sent by NSDL (Circular Ref. No. NSDL/POLICY/2015/0054 dated 19 May 2015). Further, if a Client makes a request for such statement, we will provide the same.



(xi) Billing to the Investors (Deadline: Normally Bi Monthly)



(xii) Back up of the Data (Deadline: Daily)

- ◆ Backup is taken on daily basis on 2 sets.
- ◆ One set of backup is kept at local site and other one at the remote site.
- ◆ Register for the same is also being maintained.