



Allvest Securities Private Limited

**Policy on the applicability of NISM Series VII-
Securities Operations and Risk Management Certification**



Document Revision and Version Control

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INTRODUCTION/ BACKGROUND

Allvest Securities Private Limited (hereinafter referred to as "ASPL" or "Company") is incorporated under the Companies Act, 2013, with Corporate Identification Number (CIN) U66120MH2025PTC440678. ASPL is registered as Stock Broker with SEBI having Registration number INZ000330839 and is registered as Trading Cum Self Clearing Member with National Stock Exchange of India Ltd and NSE Clearing Ltd. (Member Code: 90469), as a Trading Member with BSE Ltd. (Member Code:6973), as a Trading Cum Self Clearing Member with Multi Commodity Exchange of India Limited (Member Code :57650) and ASPL is also registered with SEBI as a Depository Participant having Registration No.: IN-DP-837-2026 and with NSDL having DP ID: IN304949.

PURPOSE

The purpose of having this policy is to ensure that individuals involved in critical activities related to the management of investor assets, grievance resolution, internal control, risk management, and operational risk at ASPL possess the necessary qualifications and expertise to perform these functions competently and in compliance with industry regulations. The policy aims to:

1. **Enhance Operational Efficiency:** Ensure that all relevant personnel are equipped with the appropriate knowledge and skills to manage investor funds, address grievances, and mitigate risks effectively.
2. **Ensure Regulatory Compliance:** Align with regulatory requirements set by bodies like NISM, SEBI, NSE, and BSE to maintain compliance with industry standards and legal obligations.
3. **Maintain Risk Management Standards:** Ensure that activities impacting operational risk are handled by certified professionals, contributing to better risk management and internal controls.
4. **Protect Investor Interests:** Safeguard investor interests by ensuring that key personnel are well-trained to handle sensitive functions such as asset management and grievance redressal.
5. **Supervised Expertise:** Provide a framework where non-certified personnel, handling basic or clerical tasks, are supervised by certified professionals, ensuring oversight and quality control.

APPLICABILITY

ASPL requires that individuals associated with the firm who are involved in or engage in any of the following activities must hold a valid certification from the National Institute of Securities Markets (NISM), specifically the NISM-Series-VII: Securities Operations and Risk Management Certification Examination:

1. Assets or funds of investors or clients
2. Redressal of investor grievances
3. Internal control or risk management



4. Activities having a bearing on operational risk

However, individuals performing basic clerical or elementary functions in the above areas are not required to hold this certification. ASPL will ensure that their work is supervised by certified personnel who hold the NISM Series VII - Securities Operations and Risk Management Certification. A list of activities that can be considered as basic or clerical level is provided in **Annexure-A**

VIOLATION AND CONSEQUENCE

The responsibility for adherence of the policy will be for the individual employee. Each employee is responsible for keeping a valid certification for himself/herself.

Each employee will submit a copy of his/her certificate to Human Resource department and the Compliance department.

Any non-adherence to this policy will be taken seriously and may result in strict action, including but not limited to warnings, penalties, suspension of services, or any other disciplinary measures deemed appropriate by the management, in accordance with applicable laws and regulations.

POLICY REVIEW AND UPDATE

This policy will be reviewed and updated as required to incorporate any changes introduced by regulatory authorities. Additionally, it will undergo periodic reviews at least once in a year to ensure continued relevance, effectiveness, and alignment with current regulatory requirements and industry standards.



ANNEXURE A

Indicative activities falling under basic elementary level/clerical level

Internal control or risk management

1. Doing inward of collateral's/cheques
2. performing maker entries
3. Making entry in the database
4. Photocopying, printing, scanning of documents
5. Preparing of MIS
6. Sending of letters/reports to clients, Exchanges, SEBI
7. Attending calls, Etc.

Redressal of investor grievances

1. Doing inward of complaints
2. Seeking documents from clients
3. performing maker entries
4. Making entry in the database
5. Photocopying, printing, scanning of documents
6. Preparing of MIS
7. Sending of letters/reports to clients, Exchanges, SEBI Updation, data entry, uploading on SCORES.
8. Attending calls, Etc.

Activities having a bearing on operational risk and dealing with assets or funds of investors or clients

1. Performing maker entries
2. Doing entry in the database
3. Preparing MIS
4. Generating reports, Files
5. Photocopying, printing, scanning of documents
6. Dispatching documents to clients
7. Sending letters/reports to clients, Exchanges, SEBI
8. Attending calls, Etc.