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## **1. SYSTEM Requirements**

### 1.1. What is the pre-requisite to use this application?

- Windows 98 and above
- Internet Explorer 8.0 or above
- Google Chrome
- Mozilla Firefox
- > 5. 256 MB/ 512 MB RAM or above

**Note:** Latest version of Mozilla Firefox provides the best view for the application.

## 1.2. Do I need to activate and settings if I am using Internet Explorer

### browser?

Note that <u>http://new.religareonline.com</u> can be accessed on Internet Explorer version 8.0 or above only.

However please ensure the below settings are activated on your IE browser

Open Tools Menu in IE browser -> Click Compatibility View Settings



Un-tick all three options i.e. Un-tick 'Include updated website lists from Microsoft', Un-tick 'Display Intranet sites in Compatibility View', and un-tick Display all websites in Compatibility view'.





Now Again Open Tools Menu->Click Developer tools

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- Developer Tools Window will open
- Select Menu 'Document Mode: IE8 Standards'-> and ensure that Internet Explorer 8 Standards (Page Default) is ticked

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±. <html xmlns="http://www.w3.org/1999/xhtml"></html>			

## 1.3. Will Religare Online portal be available 24 by 7?

Religare Online application will be available from 7.30 am to midnight.

### 1.4. Can I use Equity and Commodity trading on same platform?

Yes. All the assets trading including Equity and Commodities is available on a single platform.



## 2. LOGIN

## 2.1. What is the login procedure?

- > Type http://new.religareonline.com in the browser.
- Click on the Login button on top right corner of the portal or click on the Transact Now menu to trade.
- Click Continue To Login
- > The following Login page will open.

- values in	at bind										
roducts &	Market & News	Research	Analysis	Learn To Trade	Customer	Business Partner	My	Transact Now		[	LOGIN
itock - De	erivatives -	Commoditie	s 🖛 Curre	ncies - Mutu	al Funds 🛩	IPOs - Sec	tor 👻 Indio	e5			
INDIAN I	NDICES		G GLOE	AL INDICES		@ com	MODITY (SP	DT)	GURREN	10 4	
SAP D	SE SMALL-CAP	14.75		SDAG	14.02	SILVER	55,990.0	0.00%	EURINR	88.10	1.20%
5,2	08.69	(0.26%)	- 3	5,050.20	(-0.78%)	GOLD	32,621.0	2.24%	JPYINR	0.68 🞑	0.61.%
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	gin		Non Trad			Not	: Yet Trac CLICK HERE P REGISTI	ding with us	•?	11 04 000 101	311014.44
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e + Login ser Lo	g in Trading Acou	nt	Non Trad	ing Account		No1	: Yet Trac cLICK HERE F REGISTI Ingle Login for mart Order Er	ding with us or RATION all trading asset stry Screen	s - Persona - Smart Se	lised Research &	Content & MF

- Provide User ID and Password (Under Online Trading Account)
- Click LOGIN.
- > For first time login, the system will provide you the Password expiry details. Click OK.
- Last login details will be displayed on your screen Click OK.
- Enter OTP (One time Password) and click submit. Pease click regenerate if you have forgotten your OTP and follow the instructions displayed on the screen.

## 2.2. What is the difference between Online Trading Account and Non Trading Account User?

A Trading account user is our customer who has opened trading and Demat account with Religare Securities Ltd. He is registered with Religare Securities Ltd for trading and Demat facility.

However Non-trading account user is the viewer of our site who takes lots of advantages provided by the site. But having restriction of trading and some privileged features.

## 2.3. How do I register for Online Trading Account?

To open a Religare Securities Online trading account, call us on 1860-25-88888 or email us on <u>wecare@religareonline.com</u>. You can also visit your nearest branch of Religare securities Ltd. Lookup the nearest branch contact details under Customer Services->Branch Locator on the Religare Online Website

## 2.4. What is the Non Trading Account?

A non-trading account is an account opened by a user to access information / content given on the site. Such a user does not is not registered with Religare Securities for trading facility and can access the non – trading content only. Content that can be accessed includes:



- > Manage Portfolio through Advance Portfolio option.
- Access Research reports
- Access Advance Analysis tools like Stock Screener, MF Screener, Stock Comparison Tool, Advance Charts etc.

## 2.5. How do I register for Non Trading Account?

Follow the below mentioned steps to register for Non Trading Account:

- Open <u>http://new.religareonline.com</u> and Click FREE SIGN UP OR
- Click on the Login button on top right corner of the portal -> Click Continue To Login -> And you can use CLICK HERE FOR REGISTERATION.
- Fill the Account Registration form i.e. Provide Email Address and Password. Enter valid email id since activation code will be sent there. Fill your name, Gender, Mobile, City and Pin code
- Enter Captcha details and SUBMIT.
- > You will receive the mail with Login Id and Activation code.
- Check your mail and activate your account.

	All Fields are Mandalory
Email Address	
Password	Countinn Password
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	ue iane Lastinane)
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c ny	P In code
SelectACity 👻	
164 82	Boast
Type he loo words:	
4	stop spam. road books.

## 2.6. I have forgotten my password, how do I retrieve the same?

- > Type http://new.religareonline.com in the browser.
- Click on the Login button on top right corner of the portal or click on the Transact Now menu to trade.
- Click Forgot Password Link under User Login page

Forgot Password	
028110	
Email Address * Registered Email ID	

- > Enter your User ID and the Email Id which is registered with us.
- Click SUBMIT
- > You will receive the new password at your registered Email address.
- Now you can login with the password received on your Email.
- > The system will take you to Change Password Screen to change that password.

### 2.7. Where do I change my password?

- Click change Password screen link on login page or use Transact Now->Quick Info->Change Password.
- The change password screen will open

Home > Transact Now > Quic	k Info » Change Password	[ 04 Sep 2013]
Change Passw	/ord	
User ID:		Please Keep these points in mind while changing your password
		Minimum Length – 6 characters
Old Password:		Maximum Length - 12 characters
		Complexity - Passwords should be alphanumeric.
New Password:		Passwords are case sensitive and the user name or login ID is not case sensitive
		Password History – 8 unique password before an old password may be reused
Confirm Password:		Maximum password age - 14 days
		System mandated changing of password when the user logs in for the first time.
	SUBMIT	

- Enter your correct User Id and existing password in User Id field and Old Password field respectively.
- > Enter the new password and confirm the new password.
- > Enter the new password and confirm the new password.
- Click SUBMIT Button.
  <u>Note:</u> Follow the Password policy which is displayed on the right side of change password screen

0



### 2.8. What is the password policy?

Please keep these points in mind while changing your password:

- Minimum Length 6 characters
- Maximum Length 12 characters
- Complexity Passwords should be alphanumeric.
- > Passwords are case sensitive and the user name or login ID is not case sensitive
- Password History 8 unique password before an old password may be reused
- Maximum password age 14 days
- System mandated changing of password when the user logs in for the first time.
- Reset account lockout after If once user account locked then it can only be unlocked through Admin / Mini Admin / Password Mailer Terminals.
- > The Password is masked at the time of entry.
- > System mandated changing of password when the user logs in for the first time.

### 2.9. How many wrong attempts are allowed while login?

Three attempts are allowed. After three wrong attempts, the user id will be locked.

### 2.10. How to unlock my password?

Please go to the Forgot Password screen and follow instructions displayed.

## 3. Market Watch

### 3.1. How to create a Market Watch list?

Click Transact Now Menu->MarketWatch. Click NEW. Provide the name of the Watch list. Select the available Asset and Exchange. Provide Scrip details. Click Save to add the Market Watch.

ttps://secure.religareonline	.com/MarketWat	ch.aspx		☆ マ C 8	▼ Google	J
Market Watch Equ	iity 👻 Derivati	ives 👻 Commodities	<ul> <li>Currencies - Mutual Funds - IPO -</li> </ul>	NCDs/Bonds 👻 Qui	ckInfo 👻	
Home > Transact Now > 1	vlarket Watch				🗉 04 S	ep 2013   12:17 PI
MARKET WATCH	PLACE ORDE	R   ORDER BOOK	TRADE BOOK   POSITIONS   FUND	S VIEW	MM	
~						
Market Watch	า			Right	t click on any scrip	to get more detail
RRRR	1	SET AS DEFA	ULT NEW DELETE		ADD	SYMBOL
Scrip Name / Exchange	LTP	New Watchli	ist	8	Expiry Date	Strike Option Price Type
STATE BANK OF INDIA BSE	1,497.65					
ABB INDIA LIMITED NSE	457.00	Watch List Name :	Asset			
NIFTY13SEPFUT NSE DERIVATIVES	5,462.15	Asset :	EQUITY V Exchange : NSE	~	26Sep2013	
		Symbol :	infos			
			EQ   INFOSYS LIMITED			
			SAVE CANCEL			



### 3.2. How to Delete the Market Watch list?

- Click Transact Now Menu-MarketWatch
- > Select the MarketWatch from the list which needs to be deleted.
- Click DELETE.
- Click OK to delete or CANCEL to cancel the action.

## 3.3. How many scrips can be added on the Market Watch?

Upto twenty (20) Scrips can be added on a single Market watch. User can create multiple Market Watch profiles to view more scrips.

## 3.4. How many MarketWatch profiles can be created?

Unlimited Market watches can be created on Religare Online portal.

### 3.5. How do I set default Market Watch?

Select the required Market Watch and click SET AS DEFAULT. The selected Market watch will be Set as default. In case there is only one Market Watch List created, that will be displayed as the default market watch.

## 3.6. How do I add Scrip on an existing Market Watch list?

Click Transact Now Menu - MarketWatch . Select the Market Watch on which the scrip needs to be added. Click on ADD Symbol Button. Provide the Scrip details which need to be added. And click Save. The required scrip will be displayed within the Market Watch list.

### 3.7. How do I remove a scrip from an existing Market Watch list?

Right Click on the scrip and Select Remove. This will remove the selected scrip.

### 3.8. Where do I view the Market depth of the scrip?

Right click on the scrip from Market Watch and select Best five Option. This will show the Market Depth of the selected scrip.

Market Watch Equi	ty 👻 Derivati	ves 👻 🛛	Commodities ។	<ul> <li>Currenci</li> </ul>	ies 👻 Mut	tual Funds 👻	IPO 👻 NCDs/	/Bonds 👻 Quic	k Info 👻		
Home > Transact Now > M	arket Watch								E 04	Sep 2013	12:17 PM
MARKET WATCH   F	PLACE ORDE	R   OR	DER BOOK	TRADE	300K   F	POSITIONS	FUNDS VIE	w	MM	SI CI	M ?
Market Watch	1							Right (	click on any scri	p to get m	ore details
RRR	ŕ	×	SET AS DEFA	ULT	NEW	DELETE			AD	D SYMBO	DL
Scrip Name / Exchange	LTP	Buy Qty	Buy Price	Sell Price	Sell Qty	Change %	Volume	Last Traded Time	Expiry Date	Strike Price	Option Type
STATE BANK OF INDIA BSE	1,498.35	11	1,497.05	1,498.25	168	+1.56	2,22,841	04 Sep 2013 12:21:01			
ABB INDIA LIMITED NSE	457.00	30	456.85	457.00	13	+0.99	14,989	04 Sep 2013 12:20:09			
NIFTY13SEPFUT NSE DERIVATIV	5.462.55	1,000	5,463.00	5,463.95	50	+2.21	1,43,79,700	04 Sep 2013 12:21:00	26Sep2013		
Sell		1									
Contract li	nformation										
Market Mo	vements										
Best Five											
Remove S	icrip										

### 3.9. Where is the ticker available?

Ticker is available at the bottom of the site. You can watch the ticker of SENSEX or NIFTY

### 3.10. Is ticker data at the bottom of the page real-time?

The data on ticker is delayed by 15 minutes.

### 3.11. Do you provide the meeting dates of company?

Yes, the same is available on the ticker band. On the right side of the ticker, there is a calendar option. Right click on the date of the calendar to see the details of meetings. Click on meetings to display a list of all meetings planned for that date along with the agenda of the meeting.

Company Name	LTP/   % Chg	Upside Ratings	Risk Ratings	LT Growth/ LT P/E	1 Yr Beta/ Volatility 1M	Relative Performance	8	Mee Sj Divi	etings olit dend	6 1 20	12	13 • 20	14
SWITCH PROPOSALS	<b>12.68</b> 4.79	****		<b>454.97 %</b> 8.86	<b>64.00</b> 37.62 %	-0.25 %	22	23	24	25	26	27	21
SHREE RENUKA SUGARS LTD.	<b>16.70</b> 3.41	****		<b>227.75</b> % 6.42	<b>131.00</b> 56.81 %	9.70 %	29	30	•	•	•		
LANCO INFRATECH LTD. SENSEX	<b>5.04</b> 0.60	****		<b>192.55 %</b> 302.63	<b>149.00</b> 38.18 %	3.86 %	Meet	tings 🗖 :	Splits 🗖	Bonus I	Divide	nd	
SENSEX 🗸 td. 72.80(1.18	8%) 🎦 Tata	Steel Ltd.	<b>289.4</b> 5(2)	.90%) 🎦 Ultr	aTech Cemei	nt Ltd. 1490.00	(3.14%)				< ▶	>	
ne » Market & News » Stock »	Recent Board	I Meetings			$\bullet$						L 04	Sep 201	3   5:45
vents													
vents													
vents Bonus   dividend   Spli	it   Boar	RD MEETIN	IGS										
vents Bonus   dividend   spli	it   Boar	RD MEETIN	IGS										
VENTS BONUS   DIVIDEND   SPLI FromDate ToDate 09-05-2013 III 09-05-20	<b>T   BOAR</b> 013 🎬	RD MEETIN	IGS										
Vents BONUS   DIVIDEND   SPLI FromDate ToDate 09-05-2013 () 09-05-20 Company Name	<b>T   BOAR</b> 013 🏢		IGS	Meeting Dz	ate		M	eeting A	genda				
VENTS BONUS   DIVIDEND   SPLI FromDate ToDate 09-05-2013  Company Name TULSI EXTRUSIONS LTD.	1 <b>T   BOAR</b> 013 ∰		GS	Meeting Da 05-Sep-20	ate 13		M	eeting A udited R	<b>genda</b> esults				
Vents BONUS   DIVIDEND   SPLI FromDate ToDate 09-05-2013  Company Name TULSI EXTRUSIONS LTD. COROMANDEL ENGINEERING C	T   BOAR	RD MEETIN GO	IGS	Meeting Da 05-Sep-20 05-Sep-20	<b>ate</b> 13		M A/	eeting A udited R ight Issu	genda esults e of Equ	uity Shai	res		
VENTS BONUS   DIVIDEND   SPLI FromDate ToDate 09-05-2013  Company Name Company Name Company Name CorromAndel Engineering Corro	T   BOAR	RD MEETIN GO	IGS	Meeting Da           05-Sep-20           05-Sep-20           05-Sep-20           05-Sep-20	<b>ate</b> 13 13		M Ai R	eeting A udited R ight Issu	genda esults e of Equ esults &	uity Shau	res		
VENTS BONUS   DIVIDEND   SPLI FromDate ToDate 09-05-2013  Company Name ULSI EXTRUSIONS LTD. COROMANDEL ENGINEERING COMPANY KAVVERI TELECOM PRODUCTS BIRLA LEASING & INFRASTRUC	T BOAR	RD MEETIN GO	IGS	<ul> <li>Meeting Da</li> <li>05-Sep-20</li> <li>05-Sep-20</li> <li>05-Sep-20</li> <li>05-Sep-20</li> <li>05-Sep-20</li> </ul>	<b>ate</b> 13 13 13 13		M A R A	eeting A udited R ight Issu udited R	genda esults e of Equ esults & ent of Dii	uity Shar . Others rector &	res Others		
FromDate       ToDate         09-05-2013       09-05-201         Company Name       Company Name         Socord Company Name       Company Name         BIRLA LEASING & INFRASTRUC       BIRLA LEASING & INFRASTRUC	T BOAR 313 III COMPANY LT S LTD. CTURE LTD. CTURE LTD.	RD MEETIN	IGS	Meeting Date           05-Sep-20           05-Sep-20	ate 13 13 13 13 13 13		M A R A A	eeting A udited R ight Issu udited R opointmo thers	genda esults e of Equ esults &	uity Shau Others rector &	res Others		
Vents   BONUS   DIVIDEND   SPLI   FromDate   09-05-2013 <td>T BOAR</td> <td>RD MEETIN GO</td> <td>IGS</td> <td>Meeting Da 05-Sep-20 05-Sep-20 05-Sep-20 05-Sep-20 05-Sep-20 05-Sep-20</td> <td>ate 13 13 13 13 13 13 13 13</td> <td></td> <td>M A R A A A O O</td> <td>eeting A udited R udited R appointm thers appointm</td> <td>genda esults e of Equ esults &amp; ent of Di</td> <td>uity Shau Others rector &amp; rector &amp;</td> <td>res Others</td> <td></td> <td></td>	T BOAR	RD MEETIN GO	IGS	Meeting Da 05-Sep-20 05-Sep-20 05-Sep-20 05-Sep-20 05-Sep-20 05-Sep-20	ate 13 13 13 13 13 13 13 13		M A R A A A O O	eeting A udited R udited R appointm thers appointm	genda esults e of Equ esults & ent of Di	uity Shau Others rector & rector &	res Others		

RELIGÁRE ONLINE

## 4. Order & Trades

## 4.1. How to place Buy Order?

You can place the buy order in two ways i.e. either from Market watch or from Place Order window.

### Place Buy Order from Market Watch window:

Right click on the scrip from Market Watch and Select Buy

Market Watch								Right cl	ick on any scrip	to get mo	ore details.
ANUPAM	×   ×	SET AS	DEFAULT	NEW	DELE	TE			ADD	SYMBO	DL
Sorip Name / Exchange	LTP	Buy Qty	Buy Price	Sell Price	Sell Qty	Change %	Volume	Last Traded Time	Expiry Date	Strike Price	Option Type
ACC LIMITED NSE	926.45	21	926.05	926.45	22	-0.44	12,204	04 Sep 2013 09:22:47			
RELIGARE ENTER. LTD. NSE	323.00	1	320.45	323.00	35	-0.94	1,485	04 Sep 2013 09:22:29			
RELIANCE BSE	844.70	4	844.10	844.75	5	+1.76	37,090	04 Sep 2013 09:23:03			
TATA CONSULTANCY SERV LTD MSX CASH	-	-	-	-	-	-	-	-	31Dec2029		
NIFTY13SEPELIT NSE DERIVI Buy	5,326.80	1,850	5,326.40	5,327.30	100	-0.33	5,47,800	04 Sep 2013 09:16:31	26Sep2013		
Sell	_										
Contract Information											
Market Movements											
Best Five											
Remove Scrip											_

- Buy Order form window will open.
- Fill the details of Order form and click Submit.

Market Watch	Buy Ava	ilable Margin for	Trading ₹ 98,80	,780.33			
ANUPAM	Exchange NSE 🗸	Instrument Type FUTIDX v	Symbol NFTY	Expiry Date	Option Type	Strike Price	
Sorip Name / Exchange	Order Type	Product Type	Validity	Days			
ACC LIMITED NSE	MARKET 🗸	CARRYFORWARD	DAY 👻				
RELIGARE ENTER. LTD. NSE	Price Tick Price : 0.05	Protection %	Quantity Lot Size : 50	Disclosed Quantity	Trigger Price	AMO	
RELIANCE BSE	5326.80		50				
TATA CONSULTANCY SERV MSX CASH	SUBMIT	LEAR					
NIFTY13SEPFUT NSE DERIVATIVES							

> Click Confirm to send the Order or EDIT to EDIT the order.

Market Watch	Buy 🛛	vailable Margir	n for Trading ₹	98,80,780.33				×
ANUPAM	Exchange NSE Derivatives	Company / Symb FUTIDX - NIFTY - 20	<b>ol</b> 5-09-2013	Order Type MARKET	Product Type CARRYFORWARD	Validity DAY ORDER		
Scrip Name / Exchange	Days	Price	Protection %	Quantity 50	Disclosed Quantity	Trigger Price	АМО	
	CONFIRM	EDIT TAGS						
RELIGARE ENTER. LTD.								



> User can check the status of Order in Order book.

### Place Buy Order from Place Order Menu

- > By Default the Buy is selected on the screen.
- Select the Asset Class from the list.
- Select the relevant Exchange.
- > Provide the scrip details for which the buy order needs to be placed.
- > Fill the other order details of on the form and click Submit.

Market Watch Ed	quity 👻 Derivatives 👻 Commo	odities 👻 Currencies 👻 Mutual Funds 👻 IPO 👻	NCDs/Bonds 📼	Quick Info 👻	
Home > Transact Now >	Place Order			E (	)4 Sep 2013   4:28 PM
MARKET WATCH	PLACE ORDER   ORDER B	OOK   TRADE BOOK   POSITIONS   FUN	DS VIEW	MM	SI CI M ?
Place Order	~				
BUY SELL		Equity	Available Ma ₹ 99,76,38	argin for Tradi <b>4.25</b>	ng
Exchange	• NSE C BSE C MSX C	Cash	GET QUOT	E   MARKET D	ертн 😨
Company / Symbol	STATE BANK OF INDIA	۱	STATE BANK	COF INDIA	) 1,483 <u>.0</u> 0
Order Type	MARKET ~	Product Type MARGIN 👻	09:22:47 AM	(0.29%)	1,480.00
Validity	DAY ORDER 🗸	Days	LTP र 1,480.00	Day Open ₹ 1,476.00	High
Price Tick Price : 0.05		Protection%	Prev Close ₹ 1,475.65	Day Close ₹	Low ₹ 1,455.70
Quantity	500	Disclosed Quantity	Volume 158646	Best Offer Price	Best Bid Qty 134
Trigger price		AMO	Last Traded Time 09:22:47 AM	1,480.00 Best Bid Price 1,479.95	Best Offer Gty 30
	SUBMIT CLEAR				



Click Confirm to send the Order or EDIT to EDIT the order.

BUY SELL		E	quity	Available M ₹ 99,76,38	largin for Tradi 3 <b>4.25</b>	ing
Action:	BUY	Asset:	Equity	GET QUOT	E   MARKET D	DEPTH 😢
Exchange	NSE	Company / Symbol	STATE BANK OF INDIA	STATE BAN	K OF INDIA	
Order Type:	MARKET	Product Type:	MARGIN	1.480.00	<b>4.35</b> 1,455.70	0 1,483
Validity :	DAY ORDER	Days:		09:22:47 AM	(0.29%)	1,480
Price:		Protection%:		LTP 7 1,480.00	Day Open ₹ <b>1,476.00</b>	High ₹ 1,483.00
Quantity:	500	Disclosed Quantity		Prev Close ₹	Day Close ₹	Low ₹
Trigger price		AMO		1,475.65		1,455.70
				Volume 158646	Best Offer Price	Best Bid Qty 134
	CONFIRM	EDIT TAGS		Last Traded	1,480.00	Best Offer Qt
				Time	Best Bid Price	30

> User can check the status of Order in Order book or can click to place another Order

Place Order		
		Available Margin for Trading ₹ 99,76,384.25
Order Placed Successfully Click here to place another Order	Click here to go to Order Book	GET QUOTE   MARKET DEPTH

## 4.2. How to place Sell Order?

You can place the sell order in two ways i.e. either from Market watch or from Place Order window.

#### Place Sell Order from Market Watch window:

Right click on the scrip from Market Watch and Select Sell

ANUPAM	1	~	SET AS	DEFAULT	NEW	DELE	TE			ADD	SYMBC	L
Scrip Name / Exchange	L	.TP	Buy Qty	Buy Price	Sell Price	Sell Qty	Change %	Volume	Last Traded Time	Expiry Date	Strike Price	Optio Type
ACC LIMITED NSE	s	26.45	21	926.05	926.45	22	-0.44	12,204	04 Sep 2013 09:22:47			
RELIGARE ENTER 1 T	3	323.00	1	320.45	323.00	35	-0.94	1,485	04 Sep 2013 09:22:29			
RELIANCI SSE	8	344.70	4	844.10	844.75	5	+1.76	37,090	04 Sep 2013 09:23:03			
TATA COL Security I MSX CAS Market Mr	nformation	-	-	-	-	-	-	-	-	31Dec2029		
VIFTY13S	5,3	326.80	1,850	5,326.40	5,327.30	100	-0.33	5,47,800	04 Sep 2013 09:16:31	26Sep2013		

Sell Order form window will open.



	NSE	RELIGARE ENTER	. LID.	MARKET	MARGIN	DAT ORDER	
Scrip Name / Exchange	Days	Price	Protection %	Quantity 500	Disclosed Quantity	Trigger Price	AMO
ACC LIMITED NSE	CONFIRM	EDIT TAGS					
RELIGARE ENTER. LTD.							

Market Watch	Sell ×
ANUPAM	Order Placed Successfully
Scrip Name /	Last Traded Evolution Strike Ontion

User can check the status of Order in Order book.

### Place Sell Order from Place Order Menu

- Select the Asset Class from the list.
- > By default the BUY is selected on the screen. Change it to SELL.
- Select the relevant Exchange.
- > Provide the scrip details for which the sell order needs to be placed.



Fill the other order details of on the form and click Submit.

ace Ord	er							
BUY SELL				Derivative	~	Available M ₹ 99,02,81	largin for Tradi 1 <b>5.00</b>	ing
Exchange	NSE Derivativ	res () BS	SE Derivatives	O MSX Derivatives		GET QUOT	E   MARKET D	DEPTH 🙄
Instrument Type	FUTIDX	~	]			NIFTY13SE	PFUT	
Symbol	NIFTY		Expiry Date	26-09-2013	~	5,326.80	<b>-17.75</b> (-0.33 %) 5,318.79	<u>5</u> 5,347
Option Type	CE	~	Strike Price	Select	~			5,326
Order Type	LIMIT	×	Product Type	CARRYFORWARD	~	LTP ₹ 5,326.80	Day Open ₹ <b>5,338.00</b>	High ₹ 5,347.40
Validity	DAY ORDER	~	Days			Prev Close ₹ 5,344.55	Day Close ₹	Low ₹ 5,318.75
Price Tick Price : 0.05	5330		Protection%			Volume 547800	Best Offer Price	Best Bid Qty 1850
Quantity Lot Size : 50	50		Disclosed Quantity			Last Traded Time 09:16:31 AM	5,327.30 Best Bid Price 5,326.40	Best Offer Q 100
Trianer price			AMO					

Click Confirm to send the Order or EDIT to EDIT the order.

BUY SELL		D	erivative 👻	Available M ₹ 99,02,81	largin for Trad <b>15.00</b>	ling
Action:	SELL	Asset:	Derivative	GET OUO	TE   MARKET	
Exchange	NSE Derivatives	Company / Symbol	FUTIDX - NIFTY - 26-09-2013	NIFTY13SE	PFUT	
Order Type:	LIMIT	Product Type:	CARRYFORWARD	5,326.80	J -17.75	
Validity :	DAY ORDER	Days:		09:16:31 AM	(-0.33 %) 5,318.7	5,347.4
Price:	5330	Protection%:			_	5,326.8
Quantity:	50	Disclosed Quantity		LTP 7 5,326.80	Day Open ₹ 5,338.00	High ₹ 5,347.40
Trigger price		AMO		Prev Close ₹ 5,344.55	Day Close ₹	Low ₹ 5,318.75
	CONFIRM	EDIT TAGS		Volume 547800	Best Offer Price	Best Bid Qty 1850

> User can check the status of Order in Order book OR can place new Order.

Place Order		
		Available Margin for Trading ₹ 99,02,815.00
Order Placed Successfully Click here to place another Order	Click here to go to Order Book	GET QUOTE   MARKET DEPTH



### 4.3. What are Order types available?

The following Order types are available:

- > LIMIT
- > MARKET
- > SL LIMIT
- SL MARKET

### 4.4. What are the Product types available?

The following Product types are available as per the Asset Class:

Equity:

- MARGIN(Available for Equity)
- > DELIVERY
- PTST (Purchase Today Sell Tomorrow)
   Derivative, Currency and Commodity:
- > INTRADAY
- CARRYFORWARD

### 4.5. What are the different validities available?

- **Day** signifies the order is valid for one day. This is the default value.
- > **IOC** signifies the order is valid for immediate execution, else it is canceled.
- GTD signifies the order is valid as per the limit set for no. of days. This is valid only for commodities.
- GTC signifies the order remains valid till the time it is canceled. This is valid only for commodities.
- ➢ EOSSES signifies end of session.
- EOTDY signifies end of today

### 4.6. What is disclosed quantity?

Customers can mention the disclosed quantity for the Order. Disclosed quantity can be used by the customer if he / she doesn't want to show his full order quantity to exchange. Please Note that order will be placed for the whole order quantity and only on the market screen, the display will be as as per the disclosed quantity. The disclosed quantity can't be less than the 10% of order quantity.

## 5. Order Book

### 5.1. What is Order Book?

Order book is the window that shows the status of the Orders placed by the customer. The Customer can view all the Orders together or sort on Order type, product type, exchange, scrip. Sorting is also available on the Order status i.e. Executed /Pending /Cancelled/Rejected/AMO





Orders.

Drder Bo Exchange All	DOK	ent Option	Type Symbo Enter S	l / <b>Order Nu</b> Symbol / Ordi	imber Pro er No Al	e c duct Type	Order Book   C C Buy/Sell All V	Order History	•   Assets:	Derivativ	3 🗸
Exchange Date/Time	Exchange Order No. (Order Placed By)	Exchange Instrument	Symbol (Scrip Name)	Buy/Sell	Total Qty (Lot) Pending Qty (Lot)	MO Price Value	Product Expiry Date	Str.Price Opt.Type	Status	LTP % Chg	Action
03 SEP 13 11:54:13AM	2013090300141964	NSE Derivatives OPTIDX	NIFTY	Buy	<b>150(3)</b> 150(3)	151.00 22,650.00	INTRADAY 28Sep2013	5,400.00 CE	PENDING AT THE EXCHANGE	:	
03 SEP 13 11:53:38AM	2013090350230131	NSE Derivatives FUTIDX	BANKNIFTY	Sell	<b>100(4)</b> 0(0)	9,274.90 9,27,490.00	INTRADAY 26Sep2013	:	FULLY EXECUTED	1	
03 SEP 13 11:47:10AM	2013090350195300	NSE Derivatives FUTIDX	NIFTY	Buy	<b>50(1)</b> 0(0)	5,907.65 2,95,382.50	CARRYFORWARD 26Sep2013	:	FULLY EXECUTED	:	

## 5.2. Where do I view the status of the order?

Customer can view the status of all orders in Order Book Menu. The Customer can view all the Orders together or sort on Order type, product type, exchange, scrip. Sorting is also available on the Order status i.e. Executed /Pending /Cancelled/Rejected/AMO Orders.

### 5.3. How do I modify the Order?

Only pending orders can be modified. Click Order Book Menu. Click on Action\*- Modify Order (

I for the pending order which needs to be modified. Modify the details and clicks submit.

### 5.4. How do I cancel the Order?

Only pending orders can be modified. Click Order Book Menu. Click on the **Action\*- Cancel Order** for the pending order which needs to be Cancel.

## 5.5. How do I place Square-Off Order?

Customer can square off the open position through the Position Menu.



## 6. Trade Book

### 6.1. What is Trade Book?

- > Trade Book shows the details of all the trades executed.
- > The trade book is available under Home->Transact Now-> Trade Book.
- Trade book can viewed Asset Wise. Select the Asset from the Asset List available on the right side of the Trade book.
- The details available under trade book are Symbol, Trade Id, Transaction Type (i.e. Buy/Sell), Trade price, Total Traded Quantity, Amount, Order Id, and Product Type (i.e. Intraday / Delivery)

Home > Transac	t Now > Trade Book							~	🗉 03 Sep 2(	013   1:59 P
MARKET WA	TCH   PLACE OR	DER   OR	DER BOOK   1	RADE BOOK	C   POSITIONS   F		w		MM SI C	M ?
Trade Bo	ook			~					Assets: Deriva	tive 🗸
Exchange All	Instrume Type All	ent Optic	en Type Symbol	nbol	Product Type	Buy/Sell All 🗸	GO			
Date/Time	Exchange Order No. (Client Order No.)	Trade No.	Exchange/ Instrument	Symbol	Scrip Name	Buy/Sell	Total Qty	Price	Product/ Expiry Date	Str. Price/ Opt. Type
03 SEP 13 01:47:44PM	2013090350677896 313483917	50242654	NSE DERIVATIVES FUTIDX	NIFTY	NIFTY13SEPFUT	Buy	100	5,823.50	CARRYFORWARD 26Sep2013	:
03 SEP 13 11:53:38AM	2013090350230131 311543412	50080217	NSE DERIVATIVES FUTIDX	BANKNIFTY	BANKNIFTY13SEPFUT	Sell	60	9,274.90	INTRADAY 26Sep2013	
03 SEP 13 11:53:38AM	2013090350230131 311543412	50080218	NSE DERIVATIVES FUTIDX	BANKNIFTY	BANKNIFTY13SEPFUT	Sell	50	9,274.90	INTRADAY 26Sep2013	:
<ul> <li>03 SEP 13 11:47:10AM</li> </ul>	2013090350195300 311480599	50070088	NSE DERIVATIVES FUTIDX	NIFTY	NIFTY13SEPFUT	Buy	50	5,907.65	CARRYFORWARD 26Sep2013	
					1		_		1	1

### 6.2. Can I cancel the traded Order?

Order once traded cannot be cancelled.

## 7. Positions

### 7.1. What is Position window?

The Position window displays the combined net position details for the equities and the derivatives market segment. All details such as contract, total buy/sell quantity, buy/sell average, net quantity, net average, net value, net price, market price, mark to market value



position, mark to market gain/loss for the derivatives segment are displayed in this window.

Market Wate	h Equity	<ul> <li>Derivatives -</li> </ul>	Comm	odities 👻	Currencies 👻	Mutual F	unds 👻 IPC	) – NCDs,	/Bonds 👻 Q	uick Info	•	
Home > Transa	ctNow ⇒ Posit	tions									🕤 03 Sep 2	013   1:50 PM
MARKET W	ATCH   PL	ACE ORDER   C	ORDER I	300K   T	RADE BOO	K   POSI	TIONS   F	UNDS VIE	w		MM SI C	M ?
Position	ıs									Ass	ets: Deriv	ative 🗸
Exchange		Symbol		Positior	n Produ	uct Type						
All	$\sim$	Enter Symbol		Daily	✓ All	~	r I	GO				
			Str.	E	BUY .	s	ELL		NET		MTM +	
Exchange/ Instrument	Symbol	Product/ Expiry Date	Price/ Opt. Type	Qty./ Avg Pri.	Value	Qty./ Avg Pri.	Value	Qty./ Avg Pri.	Value	СМР	Realized P/L	Action
NSE DERIVATIVES FUTIDX	BANKNIFTY	INTRADAY 26 Sep 2013	-	0 0.00	0.00	<b>100</b> 9,274.90	9,27,490.00	- <b>100</b> 9,274.90	9,27,490.00	8,799.95	47,495.00	B S
NSE DERIVATIVES FUTIDX	NIFTY	CARRYFORWARD 26 Sep 2013	-	<b>150</b> 5,851.55	8,77,732.50	0 0.00	0.00	<b>150</b> 5,851.55	-8,77,732.50	5,390.00	-69,232.50	B S

## 7.2. Where do I check the Net Position?

Customer can check the Net Position under the Positions tab. Select Menu **Transact Now** -> Select any Asset either of(Equity/Derivatives/Commodities/Currencies) -> **Positions Note:** The position can be seen asset wise only under the selected Asset Menu->Positions

### 7.3. Can I do position conversion?

Yes, you can convert the product type and the position will be converted. Follow the steps:

- Go to Transact Now->Positions
- Click the Position conversion option (<sup>110</sup>) under action in front of the position you want to convert.
- > The position conversion window will open.
- > Fill the details and clicks SUBMIT.

MARKET W	ATCH   PL	ACE O	POSITION CONVE	RSION			× si	CI M ?
Positior	าร		SCRIP : NSE Derivatives FUTIDX	BANKNIFTY			Deri	ivative 🗸
Exchange		Symbo	Expiry			26 Sep 2013		
All	~	Enter	From Product		To Prod	luct	_ 8	
Exchange/ Instrument	Symbol	Produ Expiry	INTRADAY		CARRY	FORWARD	TM + lized P/L	Action
NSE DERIVATIVES FUTIDX	BANKNIFTY	INTRA 26 Se;	Quantity (Max : 100)			s	5.00 JBMIT	Position Conver
	NIFTY	CARR				_	2.50	(iii) ( <del>*</del> )



## 7.4. Can I squareoff my Open position?

Yes, you can squareoff your open position.

Follow the steps:

- Goto Transact Now->Positions
- Click the SquareOff option () under action in front of the position you want to squareoff.
- > The squareoff Order book window will open.
- Fill the order details and click SUBMIT

### 7.5. Where do I check the shares at my Demat?

Customer can check the demat shares under the Position.

### 7.6. When will my shares come into my account?

The equity shares will come into the account on T+2 working day. Please check the Postions for different Assets will be available under Position Menu

### 7.7. Where do I check MTM of the positions?

Member can check the MTM under the Positions. **Note:** The position can be seen asset wise only under the selected Asset Menu->Positions

### 7.8. What is MTM?

MTM is Mark to Market on the open Positions. It will show what is the unrealized profit/loss for that particular stock.

## 8. FUNDS VIEW

### 8.1. What is Funds View?

Funds View will show the fund amount available for trading in the relevant Asset class. It will also show the funds utilized by the customer. User can filter on market segment or select funds view for relevant market segments or the entire market segment combined.

The following information is available under this section:

- Deposit: Total amount deposited by the customer i.e. the ledger balance available at BOD.
- > Funds Transferred Today: Amount transferred in customers account today.
- Funds Withdrawal: Amount which customer can withdraw.
- Collateral Benefit: Collateral benefit provided to the customer for trading. The collateral amount is calculated on the stock hold by customer after considering the haircut.

Limit Utilization: Limit utilized by the customer at that time. It will consider the Order limit of traded and pending orders.

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Booked Profit/Loss: Whatever Profit or Loss is booked on the positions can be checked here. Customer can view consolidated figure of Profit/Loss of all Assets. Or it can be viewed Asset wise.

Funds View			$\sim$	⊙ Funds View   O Margin Report
Periodicity All Exchange Combined Expiry	<b>∀</b> 60			
	TRADING	IPO	MF	TOTAL
Deposit	1,00,00,000.00	0.00	0.00	1,00,00,000.00
Funds Transferred Today	0.00	0.00	0.00	0.00
Funds with drawal/Allocation	0.00	0.00	0.00	0.00
Non Withdrawable Deposit/Adhoc Deposit	0.00	NA	NA	0.00
💌 Collateral Benefit	0.00	NA	NA	0.00
💌 Credit For Sale Deposit	0.00	NA	NA	0.00
TOTAL TRADING POWER LIMIT	1,00,000,000.00	0.00	0.00	1,00,00,000.00
Limit Utilization	-1,16,238.01	0.00	0.00	-1,16,238.01
Booked Profit/Loss	-4,412.62	NA	NA	-4,412.62
MTM Profit/Loss	0.00	NA	NA	0.00
TOTAL UTILIZATION	-1,20,650.63	0.00	0.00	-1,20,650.63
Net Available Funds	98,79,349.37	0.00	0.00	98,79,349.37
For Trading	98,79,349.37	0.00	0.00	98,79,349.37
For Allocation/Withdrawal	98,79,349.37	NA	NA	98,79,349.37

> MTM Profit/Loss: Notional Profit/Loss for the Open positions only.

### 8.2. What is Margin Report?

This report gives the details of margin provided and whatever is utilized under the assets. Customers can also check the Net Available margin available for trading under the assets. Report will display an exchange wise, product wise and scrip wise margin picture. By using following options available as filter/choice user can customize the view:

- Exchange wise product wise scrip wise utilized margin
- Available/Utilized margin summary
- Periodicity/Exchange drop down

System will populate the list of periodicities in which is be set for respective user by Member. User can select respective periodicity and on click on submit button, system will display result for selected periodicity.



					~		
Report Type		Perio	odicity				
Available / Utilized N	Aargin Summary	✓ All	Exchange Combined I	Expiry 🗸	GO		
Exchange	Product Type	Total Limit	Margin Utilized	Exposure Margin	Booked P & L	MTM P & L	Net Availab
SE DERIVATIVE	ALL	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.1
SE EQUITY	Delivery	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.1
SE EQUITY	Margin	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
SE EQUITY	Margin Plus	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.1
SE EQUITY	MTF	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
SE EQUITY	PTST	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
ICX FUTURES	ALL	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
ICXSX CURRENCY	ALL	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
ICXSX EQ	MTF	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
ICXSX EQ	Margin Plus	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
ICXSX EQ	Margin	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
ICXSX EQ	Delivery	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
ICXSX EQ	PTST	1,00,00,000.00	1,423.15	0.00	0.00	0.00	98,87,757.
ACXSX FUTURES	ALL	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
CDEX FUTURES	ALL	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
SE DERIVATIVE	ALL	1,00,00,000.00	0.00	0.00	-417.50	417.50	98,87,757.
SE EQUITY	Delivery	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
SE EQUITY	Margin	1,00,00,000.00	1,14,814.86	0.00	-3,995.12	7,990.24	98,87,757.
SE EQUITY	Margin Plus	1,00,00,000.00	0.00	0.00	0.00	0.00	98,87,757.
ISE FOULTY	MTF	1,00,000,000.00	0.00	0.00	0.00	0.00	98,87,757.

## 9. Message Logs

### 9.1. What is Message Log?

The Messages Log window contains all messages such as Transaction messages, Market messages, Order Confirmations, Trade Confirmations, Auction messages, System messages, Surveillance messages, and Alert Messages sent by the Exchange and the Administration Terminal.

Broker Messages: Records and maintains log of messages sent by the Member to the Customer

Exchange Messages: Records and maintains log of messages sent by the Exchange on an hourly basis. By specifying last number of hours in No. of Hours fields, selective messages can be viewed.

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Order Messages: Records and maintains the log of order



# 9.2. Is the Online Scheme Subscription module available on new Religare Online portal?

No. The Online subscription module is currently not available on new Religare Online portal.

### 9.3. What about my Trade Reward facility?

No. The trade reward facility has been stopped and will not be available in new Religare Online portal as of now. The existing customers will have to redeem their points at the earliest before 15<sup>th</sup> November 2013.

## 9.4. Will I have to access default port 80 to use the new Religare Online application?

No. There is no need to access default port 80 to access the new application.

## 10. FUNDS Transfer

### 10.1. **How to transfer the funds Online?**

- > Click My Account → Funds Transfer → Pay In
- Select the product in which you want to transfer the funds
- Select your mapped bank from which you want to transfer the funds
- Enter the amount to transfer the funds
- Click Submit
- The system will take you to net banking of the selected bank. Follow your net banking process.



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Products & Services	Market & Re News	search Analys Tools	is Learn To Trade	Customer Services	Business Partner	My Account	Transact Now	ANUBHAV LOGOUT
My Page	My Portfolio	4y Watchlist 🛛 N	1y Reports 👻 My	Alerts Fu	nds Transfer 🤊			
Home » My Aco	ount » Funds Trans	fer » Pay-In						30 Aug 2013   10:29 AM
Pay In Product Bank Amount(R	RSL Select Ban	¥ k	Available Balance	2			Banks Availa AxisBank Bankof India Bankof Maharashi	able for Fund Transfer
	SUBMIT	CLEAR					n .	<u> </u>
			_					

# 10.2. How much time does it take to reflect the funds in Funds View after online funds transfer?

The funds will reflect immediately after the successful transfer has happened. The fund will show against the line item '**Funds Transferred Today**' in the Funds View Report.

### 10.3. Which banks are available for online fund transfer?

Currently the following list of banks are available to transfer the funds Online:

- ICICI Bank
- AXIS Bank
- Corporation Bank
- YES Bank
- HDFC Bank
- Indusind Bank
- IDBI
- Lakshmi Vilas Bank
- Bank of India
- Kotak Mahindra Bank
- State Bank of India
- State Bank of Hyderabad
- Karur Vysa Bank
- Federal Bank
- City Union Bank
- State Bank of Mysore
- State Bank of Bikaner & Jaipur
- State Bank of Travancore
- Indian Bank
- Bank of Maharashtra



- Deutsche Bank
- Catholic Syrian bank
- Indian Overseas Bank

### 10.4. What are the other facilities to allocate the funds for trading?

Customer can also transfer funds by providing cheque at the Branch for the amount to be transferred.

## 10.5. I have transferred the funds online but it's not reflecting?

Login to your bank account and check whether the debit entry has happened or not. In case the debit entry can be seen in your bank account but the funds are not reflecting on your trading website, then call our customer support 1860-25-88888 with the transaction details as well as the reference number generated during the fund transfer.

### 10.6. Is there any timing to transfer the funds online?

You can transfer the funds anytime from 7.30 am to midnight depending on the facility availability on your net banking account.

### 10.7. What is Fund allocation?

Fund allocation will show you the details of funds allocated to assets for trading. Customers can allocate the available funds from one asset to another using this option. This may be required for allocating funds from Equity to Mutual Funds & IPO/Bonds/NCDs or vice versa.

### 10.8. How to allocate funds from one product to another?

- ➤ Click My Account → Funds Transfer -> Fund Allocation
- Select the Move From Option
- Select the option for fund allocation from Move To section
- Enter the Amount to allocate
- Click Submit.

**Note:** NCDs come under IPOs . So to trade in NCDs, allocate the funds to IPO.

Products & Services	Market & News	Research	Analysis Tools	Learn To Trade	Customer Services	Business Partner	My Account	Transact Now	ANUBHAV LOGOUT
My Page	My Portfolio	My Watchl	ist My Rej	ports 👻 My	Alerts Fu				
Home » My Ac	count » Funds	fransfer » Fur	d Allocation						30 Aug 2013   10:31 AM
Fund Al	locatio	n							
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Move Fr	om Se	lect	<u> </u>	0.00	e balance			IPO	00.00
Maria T.	Se	lect		Available	Balance			M UTUAL FUND	00.00
Move I				0.00				RSL	00.00
Amount	(Rs.)								
			CLEAR						



### 10.9. How to allocate the funds available in ledger to IPO?

- ➤ Click My Account → Funds Transfer -> Fund Allocation
- Select the Move From Option
- > Select the option from Move To where the funds needs to be allocated
- Enter the Amount to allocate
- Click Submit.

Note: NCDs come under IPOs . So to trade in NCDs, allocate the funds to IPO.

## 10.10. How do I transfer funds set aside to any product, back to my Ledger?

- $\blacktriangleright$  Click My Account  $\rightarrow$  Funds Transfer -> Pay Out
- Select the Withdraw From Option
- Enter Amount and click Submit.

<u>Note</u>: The funds will only be allocated to Ledger. Further, to place the fund withdrawal request from Ledger to Bank account call on 1860 25 88888 or mail us at wecare@religareonline.com

Pay Out			
Withdraw From	Select	Available Balance 0.00	Products Balance
Amount (Rs.)			
	SUBMIT		

## 10.11. Can I withdraw Funds online and How?

No. Online fund withdrawal is not available as of now. Place the fund withdrawal request on Customer care no 1860 25 88888 or mail us at <u>wecare@religareonline.com</u>

## **11. IPO**

# 11.1. Where will I get the information of Current, Past and Forthcoming IPO's?

Click Transact Now->IPO->IPO Details. This will show the list of current IPOs.

### 11.2. What is the minimum amount I need to pay for IPO?

Every issue specifies a minimum quantity for the bid. Each customer needs to apply the bid for the minimum quantity at least. Investments can be made in multiples of minimum quantity. (Multiple of quantity is also specified in the issue).



### 11.3. Can I apply the same IPO through another broker at the same time?

No. You can make only one application under your name. Multiple applications will be rejected.

### 11.4. How do I place IPO order?

- Click Transact Now->IPO->IPO Listing Page. This will show the list of current IPOs. Select APPLY under the IPO for you wish to place the bid
- Enter the lots and Price
- Click on I Agree (Terms & Conditions)
- Click SUBMIT to place the order.

### 11.5. Can I modify or cancel my online bid?

You can cancel/modify the bid before the cut time of the IPO or before the order is confirmed from exchange. The order status of the order can be seen under Transact Now->IPO->Order Book.

### 11.6. Where can I check whether the shares are allocated?

Customer can check the allocation of shares under Transact Now->IPO->Allocation Book

## 12. NCDs/Bonds

### 12.1. What are NCDS?

Non-convertible debentures (NCDs) are debt instruments with a fixed tenure issued by companies to raise money for business purposes. Unlike convertible debentures, NCDs can't be converted into equity shares of the issuing company at a future date.

### 12.2. Where can I view the list of forthcoming NCDs/Bonds?

Click Transact Now->Bond Listing Page. This will show the list of NCDs/Bonds

### 12.3. How to place order in NCD?

- Click on Transact NOW->Bond Listing
- Click on APPLY under NCDs/Bonds for which you want to place the order.
- Enter No. Of Bonds you want to apply under which maturity.
- Click Terms and Conditions Check box
- ➢ Click SUBMIT.

Payment						
Maturity	3 years	3 years	5 years	5 years	6 years 3	
Maturity Amount	0.00	1387.00	0.00	0.00	2000.00	
Yeld on Maturity		11.51%			11.72	
Yeld on BuyBack						
BuyBack Amount	0	0	0	0	0	
BuyBack Facility			Π			
BuyBack Date						
Min. Bonds / Application			10 And in Multiple of 1			
No. Of Bonds						
Total Amount / Series	10000.00					
Total Inv Amount			10000.00			
Payment Deta	ails					
Avail Amt IPO:		0.00				

## 12.4. Can I modify/cancel my bid?

Yes you can modify or cancel the bid under Order book till it is not sent to exchange. The order

book is available under Transact Now-> NCDs/Bonds->Order Book.

### 12.5. Where can I check whether I have received the bond?

The bonds allocation details are available under Transact Now-> NCDs/Bonds->Allocation Book.

### 12.6. Is PAN mandatory for NCD?

Yes, PAN is mandatory as per SEBI irrespective of amount involved.

### 12.7. What is Put Option in a NCD?

A 'put' option means that the investor has an option to surrender the debenture if he wants to, and get back your principal. A put option gives a lot of flexibility to the investor – if interest rates go up, and he can get better rates from the market, he can exercise the put option and get back the money and invest it elsewhere.

### 12.8. What is Call Option in a NCD?

A 'call' option means that the company has an option to ask the investor to surrender the debenture, and pay back the principal to you.

A call option gives flexibility to the company - if interest rates go down, and the company can



get funds at lower rates from the market, it can exercise the call option and give the money back and can raise money from the market at lower rates.

## **13.** Mutual Funds

### 13.1. Is Mutual Fund (RTA model) available online?

Yes. Mutual Fund (RTA model) is available on new Religare Online. However all SIP orders on RACE platform need to be cancelled.

### 13.2. Can I trade in MFSS online using Religare Online?

Mutual fund trading is available on the unified platform

- Place orders in SIP, STP, SWP online
- Redeem units Online
- View of dividends paid
- Online NAV display
- > Apply in NFO

### 13.3. Who all are eligible to participate in Mutual fund?

Individuals, HUF and Body Corporate can participate in Mutual fund.

### 13.4. How to place order in Mutual fund online?

- Select Transact NOW->Mutual Funds → Place Order->PURCHASE
- Select the AMC, Plan, Sub Plan and Scheme
- Enter the amount you want to invest
- Click SUBMIT

Market Watch	Equity - Derivatives - Commodities - Currencies - Mutual Funds - IPO - I	NCDs/Bonds 👻 Quick Info 👻	
Home > Mutual Funds	s » Place Order	🗉 02 Sep 201	3   11:10 AM
MARKET WATCH	PLACE ORDER   ORDER BOOK   SYS ORDER BOOK   UNIT HOLDINGS	I TI ORDER BOOK∨ I MY DIVIDEND	5
Place Orde	er NFO		
PURCHASE	REDEEM SIP SWP STP SWITCH	Available Margin for Trading ₹ 0.00	
Exchange	C RTA ( NSE C BSE	Scheme Details	More
AMC	IDFC Asset Management Company Pvt Ltd 🗸 🗸	Scheme Name:	
Disc		AMC Name:	-
Plan	Equity V	AMC Scheme Code	
Sub Plan	Equity - Bank 🗸	RTA Scheme Code:	-
Scheme	Select 🗸	AMC Code:	
		NAV (Rs.):	-
Scheme Option	Select	NAV Date:	
Nav	Nav Date	Option:	
Trans. Mode	12346678	Status:	
Amount		Scheme Type:	
Units		Transaction Type Allowed:	
	SUBMIT CLEAR		

# 13.5. What is SIP (Systematic Investment Plan) and explain process flow for SIP order?

Systematic Investment Plan is an option where the customers can invest in a scheme with fixed amount at every specified frequency for the particular period. The SIP order will be placed automatically on that specified frequency and the NAV of that day will be applicable. Ensure that the SIP scheme option is available under that scheme.

- Select Transact NOW->Mutual Funds  $\rightarrow$  Place Order->SIP
- Provide the fund details i.e. select AMC, Plan, Sub Plan, Scheme, Scheme Option for which you want to place the SIP request.
- > Select the frequency at which the SIP will deduct
- Select the Start day for SIP.
- Enter the Installments figure. These no. of installment will be taken for SIP
- > Enter Amount for which SIP needs to be deduct and
- SUBMIT the request.

### 13.6. What is SWP and explain order flow for SWP order?

Systematic withdrawal Plan is an option where investor can withdraw a pre-defined amount from his fund at a specified frequency for a specified period.

- Select Transact NOW->Mutual Funds → Place Order->SWP
- Provide the fund details i.e. select AMC, Plan, Sub Plan, Scheme, Scheme Option for which you want to place the SWP request.
- Select the SWP Option
- Select the frequency at which the SWP will be credited each time.
- Select the Start day for SWP.
- > Enter the Installments figure. These no. of installment will be taken for SWP
- > Enter Amount for which SWP needs to be considered
- ➢ Click SUBMIT.

### 13.7. Where can I check the SWP Orders?

SWP orders can be seen under SYS Order Book. The same will be available under Transact NOW->Mutual Funds  $\rightarrow$ SYS Order Book.

### 13.8. What is STP and explain order flow for STP order?

Systematic Transfer Plan(STP) is an option where a customer who holds units of scheme of the fund can transfer a determined amount to another scheme of the fund at a specific frequency for a specific period

- Select Transact NOW->Mutual Funds → Place Order->STP
- Provide the fund details i.e. select AMC, Plan, Sub Plan, Scheme, Scheme Option of the scheme from where you want to place transfer.

Select the STP In plan details i.e. STP In Plan, STP in Sub Plan, STP In Scheme, STP In Scheme Option of another scheme of that fund where you want to transfer the investment to.

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- Select the STP Option
- > Select the frequency at which the STP will be deducted each time.
- Select the Start day for STP.
- > Enter the Installments figure. These no. of installment will be taken for STP
- > Enter Amount for which STP needs to be considered
- ➢ Clicks SUBMIT.

## 13.9. What is SWITCH and explain order flow for SWITCH order?

Some Mutual funds provide an option to switch the investment from one scheme to another scheme within that fund. The Mutual fund may levy the switching fee. Customer can use switch to change their investment pattern.

- Select Transact NOW->Mutual Funds → Place Order -> SWITCH
- Provide the fund details i.e. select AMC, Plan, Sub Plan, Scheme, Scheme Option of the scheme from of the existing Folio.
- Select the Switch In plan details i.e. Switch In Plan, Switch in Sub Plan, Switch In Scheme, Switch In Scheme Option of another scheme where you want to transfer the investment to.
- Select the Switch Option
- Clicks SUBMIT.

## 13.10. What is NFO and explain to place NFO order?

NFO is a new fund offer. Any new scheme launched by a Mutual fund comes under NFO. Customers can view Current and Forthcoming NFOs under Transact Now->Mutual Funds. To place the order in NFO, click on APPLY under the NFO.

## 13.11. How do i redeem the units?

- ➢ Select Transact NOW->Mutual Funds → Place Order
- Select the REDEEM Tab
- Select the fund details i.e. AMC, Plan, Sub Plan, Scheme, and Scheme Option; of which you want to place the redemption order.
- Select the redeem option (All Units/Units/Amount). All Units option will redeem all the units available under that scheme. While customers can also redeem the partial units or can mention the amount for redemption.
- Click Submit.

## 13.12. Where will I get the credit of redeemed units?

Redemption amount will be credited in the bank account which is linked to your trading account. There are few AMCs which do not offer direct credit facility to few banks. If such



cases, customer will receive the redemption credit through Demand draft / cheque at the residential address updated in KYC profile.

### 13.13. When will I get the credit of redemption units?

For Equity Funds - 3 working days from the day of processing For Debt Funds - 2 working days from the day of processing For Liquid Funds - 1 working days from the day of processing

### 13.14. What is Transfer In?

Transfer In is the process where customer can transfer his existing Mutual fund from any other AMC/broker to Religare Securities.

### 13.15. How to place the Order for Transfer In?

- Select Transact now-> Mutual Funds->TI Buy Order
- Select the AMC and fund details of which the offline folio needs to be transferred.
- Enter the folio number.
- Click Submit.
- You can check the Transfer In order under Transact now-> Mutual Funds->TI Order Book.
- Print the transfer In request.

Once the order is placed, customers will have to submit the Transfer In request print out along with the following documents to the nearest branch:

- Self-attested PAN copy
- > Holding statement of that folio for which the Transfer In request is placed.
- > Cancelled cheque of bank statement which is mapped to the trading account.

#### Note:

- Once the documents are received, it will be verified for correctness and completeness
- The documents are sent to the AMC/Registrar for further processing after successful verification.
- On confirmation from the AMC/Registrar, the number of units transferred in will be updated in Unit Holdings.

### 13.16. What are the timings to place the orders?

The Mutual funds timing is 9:00 am to 3:00 pm. The order placed during the working day between 9:00 am to 3:00 pm will get the last working day NAV. And the orders placed beyond the time will get that working day NAV.

### 13.17. Is there any minimum amount to place order in Mutual Fund?

There is a minimum amount prescribed by each scheme which may vary. Customers cannot place an order less than the minimum amount under that fund.

There is no entry load charged on purchase of any scheme after August 01, 2009.

### 13.19. Is there any exit load?

Yes, if applicable. Exit load may vary for different schemes. It normally varies between 0.25% or 2% of redemption value. However some mutual funds known as '**No Loan Funds**'do not charge any exit load.

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# 13.20. Is there any restriction on maximum value or quantity for a single order on Mutual Fund?

In case of Demat transactions the maximum value of subscription or redemption for a single order is pegged at Rs. 1 Crore and there is no restriction on number of orders that can be placed. However, with reference to redemption of physical units a maximum limit of Rs.1,00,000/- per order has been kept.

## 14. Call N Trade

### 14.1. What is Call n Trade facility?

Call n trade means customer calls over phone to place the order/trade in Equity, F&O, IPO, Mutual Fund, NCDs. The Call n trade facility is available. Customers can call on 1860-25-88888

### 14.2. Are there any charges for Call n Trade?

Administrative Charge of Rs. 10/- would be levied per executed order with a maximum of Rs.50/- per day in a particular segment.

### 14.3. What do I require to place order in Call n Trade?

You need to enter your ten digits CRN (Customer relationship Number) and password and our trading executive will be at your service to execute your trade.

### 14.4. What is the timing for Call n trade?

The Call n Trade is operational on all trading days between 9.00 am to 8 .00 pm. And on Saturday between 10.00 am to 2.00 am.

## **15. BackOffice Reports**

Reports are available under My Accounts  $\rightarrow$  My Reports. All reports are updated at end of day of any given trading day.



## 15.1. Holdings:

Customers can check the Demat and collateral holdings under this option.

You can check the same by clicking on My Accounts  $\rightarrow$  My Reports -> Holdings

Home » Reports » Demat Holdings		$\odot$			□ 04 :	Sep 2013   2:13	PM	
Holdings								
DEMAT HOLDINGS COLLATERAL	HOLDINGS							
Demat Account No.								
Client details								
DP ID		Demat Account	No.					
Trading ID T47061		Client Name						
Account Category		Account Type						
Account Sub Type		Status						
Holding Date	olding Date Closing Rate Date for Equity							
Closing Rate Date for MF								
ISIN / Company Name	Account Description		Quantity	Clos	ing Rate	Valuatio	on	
Home > My Account > My Reports > Ho	ldings	٢				3 D4 Sep 2D13	2:14 P	
DEMAT HOLDINGS COLLATERAT	HOLDINGS	during the day 0800	to 1600 hours. I	Please refer to your i	net position re	port in the res	pective	
asset class to know the real-time status o	of your holdings.							

### 15.2. Ledger:

Customer can view the ledger of his daily funds from My Account -> My Reports->Ledger. This report will provide the total debit, total credit and Net total for that particular day.

- Select the period from Start date to End date and click GO Button.
- Customer can view the report Segment wise i.e. Equity and Commodity. RSL ALL stands for Equity Segment while RCL ALL stands for Commodity segment. The report is also available exchange-wise
- The report is also available inclusive or exclusive of Charges.
- > You can also view the Ledger Balance financial year-wise.
- Customer can download the report to Excel using EXPORT.
- Customer can also print this report using PRINT button.

me > My Account > My F	My Account is My Reports is Ledger			U				
edger						R EXPORT	a PRINT	
Financial Year : Start	Date En	nd Date [	Exchange					
2013-2014 💙 1 Se	p 13  4	Sep 13	RSL AII 🗸 🗸	SUBMIT				
Debit Total		Cred	dit Total		Net Total			



## 

### 15.3. Transaction PnL – Cash:

Transactions done in Equity segment for the particular period can be view from My Account - > My Reports-> Transaction PNL - Cash.

- Select the period from Start date to End date and click SUBMIT Button.
- Customer can view the report Exchange-wise.
- > The report is also available inclusive or exclusive of Charges.
- > You can also view the transaction records financial year-wise.
- Customer can download the report to Excel using EXPORT.
- Customer can also print this report using PRINT button.

### 15.4. Transaction PnL-Derivative:

Transactions done in Equity segment for the particular period can be view from My Account -> My Reports-> Transaction PNL - Derivative.

- Select the period from Start date to End date and click SUBMIT Button.
- Customer can view the report Exchange-wise or segment-wise.
- > The report is also available inclusive or exclusive of Charges.
- > You can also view the transaction records financial year-wise.
- Customer can download the report to Excel using EXPORT.
- Customer can also print this report using PRINT button.

### 15.5. Demat Statement:

Customer can view the Demat statement under the section My Account ->My Reports-> Demat Statement. It will provide the details of Demat charges for the particular ISIN.

- Select the period from Start date to End date and click GO Button.
- You can also view the Demat statement financial year-wise.

Home > My Accou	🕒 04 Sep 2013   2:19 PM									
Demat Statement										
Demat Accoun	t No. Final	ncial Year : From Date 13-2014 🗸 1 Sep 13	To Date 4 Sep 13	GO						
Client detai	ls									
DP ID				Demat Account No.						
Trading ID	T47061			Client Name						
Account Categor	у			Account Type						
Account Sub Typ	e			Status						
Tr×n Date	Ref No	ISIN / Company Name	Narration	Opening Balance	Quantity	Credit / Debit	Closing Balance			
	undefined	undefined undefined	undefined	undefined	NaN	undefined	undefined			

## 15.6. **Demat A/c Ledger:**

Customer can view the ledger of Demat statements under the section My Account -> My Reports-> Demat A/c Ledger. It will provide the ledger details of Demat charges.



- Select the period from Start date to End date and click GO Button.
- You can also view the Demat A/c ledger financial year-wise.

Home > My Account >	me > My Account > My Reports > Demat A/C Ledger						
Demat A/c I	_edger						
Demat Account No.	Financial Year : Fr 2013-2014	rom Date To Date 1 Sep 13 4 Sep 13	GO				
Client details							
DP ID			Demat Account N	۱o.			
Trading ID	T47061		Client Name				
Account Category			Account Type				
Account Sub Type			Status				
Voucher Date	Narration	Opening	Balance	Amount	Credit / Debit	Closing Balance	
	undefined	u	ndefined	undefined	undefined	undefined	

### 15.7. **MF Holdings**:

This report will show the details of mutual fund holdings. It includes the Folio name, scheme name, Invested amount, Present value, Balance Units, Dividend amount, Realized & Un-realized Gain/Loss, Absolute Return (%) and Simple Annualised Return(%)

- > The report is available under My Account -> My Reports->MF Holdings.
- Customer can download the report to Excel using EXPORT.
- Customer can also print this report using PRINT button.

Home > My Account > My Reports > MF Holdings										
MF H	MF Holdings									
Folio No	Scheme Name	Invested Amt.	Present Value	Dividend Amount	Balance Units	Un-Realised Gain/Loss	Realised Gain/Loss	Absolute Return(%)	Simple Annualised Return(%)*	

### 15.8. Trade History:

Customer can check all the trades executed until yesterday on any given day under this section.

### 15.9. Trading Account Info:

Customer can check the details of his trading account. It includes customer personal details along with DP Id, CRN number, POA DPID and other details.

## 16. Market and News

- Customer can view Top Gainers, Top Losers, 52 week High and Low of Scrip, Most active stocks by value and volume, Corporate actions of stocks and stock News under Market News and News->Stocks
- Customer can view Most Active Contracts, Gainers/Losers in FNO, Put Call Ratio, Premium Stocks, FII Statistics, Open Interest, Momentum of FNO scrips under Market and News->Derivatives.

Customer can view Commodity Gainers/Losers, Most active by Volume and value, News and Research under Market and News->Commodities.

- Customer can view Currency future and option open interest, Currency put call ratio and Currency News under the section Market and News->Currencies.
- Customer can view Mutual Funds Top performing Scheme, Scheme comparison, Market activity, FNO, Upcoming dividends, biggest scheme, Sectorial Exposure News and Research on Mutual funds under the section Market and News->Mutual Funds.

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