Department: Inspection	**Segment: All**
Circular No: MSE/INSP/8837/2020	**Date : March 20, 2020**

Subject: Operational Business Continuity Measures - COVID-19

Exchange has received representations/enquiries from Members regarding operation of trading terminals from locations other than those reported to the Exchange, as a preventive measure, in view of the prevailing coronavirus (COVID-19) pandemic.

In view of the above and as a temporary measure, Members, opting for this facility, shall be permitted to operate the trading terminals from such locations subject to compliance of the following guidelines:

a. Members shall frame an internal policy in this regard clearly mentioning the controls & checks put in place to prevent any unauthorised trading activities. The policy shall list down the users and their details who will be permitted to operate from such location and the duration. Such policy shall be duly approved by the Member's appropriate authority such as CEO/Designated Director/Compliance officer/Partner/Proprietor, as the case may be.

b. Members shall have a mechanism in place to monitor such terminals and ensure that the terminals are being operated from such designated alternate locations only and by the approved users.

c. Member shall, before operation of terminals from the alternate locations, provide the list of the approved users, terminal details, segment, certificate details and the alternate location address to the Exchange at CTCL@msei.in. The format of reporting is enclosed as **Annexure-A** for your reference. The said email ID shall be used only for the said purpose and not for any other correspondences. Further, Members shall also be granted temporary relaxation from the following compliance requirements:

   i.   Display of Notice Board/ SEBI Registration certificate/AP registration at the location.

   ii. Requirement of operation of terminals from main / branch offices or from the office of an Authorized person (AP)

The aforesaid arrangement shall be permitted till April 30, 2020 or such time as the Exchange may notify from time to time, pursuant to which the terminals shall be operated only from the locations reported to the Exchange. The designated email ID as provided above shall be deactivated after such time.

Member shall undertake necessary due diligence w.r.t operation of such trading terminals and shall be liable for any improper use of the trading terminals by any of the users.

Members are hereby advised to comply with the aforementioned requirement & other applicable SEBI/Exchange rules, regulation, byelaws including the prescribed code of conduct while dealing with clients and operating the terminals from such locations.

All members are advised to take note of the same and comply.

For and on behalf of
Metropolitan Stock Exchange of India Limited

Mahendra Choudhari
Asst. Vice President – Inspection

Annexure to circular 8837 dated March 20, 2020 on "Operational Business Continuity Measures - COVID-19"

Format of reporting

TWS User id	Segment	CTCL id (12 Digit)	Login ID	User name	Certification details	Validity of certificate	Date of operation from the alternate location	Address of the location from where the terminal will be operated