

Policy on Handling of Good Till Cancelled/ Good Till Triggered Orders offered by Members to Clients

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Next revision, if any	3 years from date of last approval

A] Background:-

Exchanges vide its circulars NSE/INSP/62528 dated June 21, 2024 and 20240622-2 dated June 22, 2024, [NSE circular](#) NSE/INSP/63789 dated September 06, 2024 and circulars issued from time to time pertaining to 'Policy on Handling of Good Till Cancelled Orders offered by Members to Clients' mandated trading members to formulate a policy in case they offer "Good Till Cancelled" / "Good Till Triggered" orders or orders of a similar type.

It is further informed that the policy shall include:-

- Details of Good Till Cancelled/Good Till Triggered/orders of similar type provided by member including its validity.
- Manner of handling of such orders in case of corporate actions (e.g. cancellation, price reset, retaining, etc. for the unexecuted orders).
- Provide timeline within which the member shall intimate their clients about details of upcoming corporate actions applicable for such unexecuted orders of clients, which shall not be later than one day prior to the ex-date of the corporate action.

Pursuant to the same, KSL has formulated this policy in line with the regulatory requirements.

B] Details of Good Till Cancelled/Good Till Triggered/orders of similar type:-

Retail:

1. KSL enables its clients to place Good Till Triggered (GTT) orders on its NEO platforms.
2. All clients registered on NEO can create a GTT order for all segments viz. Equity, Futures, Options, Currency and Commodity.
3. The following products are permitted:
 - a. Equity- in cash and carry, NRML type order and MTF
 - b. F&O- NRML only.
4. GTT orders can only be placed by specifying a limit price. GTT orders cannot be placed at market price.
5. The order will be sent to the Exchange when the trigger price set by the user matches the last traded price.
6. When the order is triggered and sent to exchange, if for any reason the order remains open at end of that trading day, then the order will be automatically cancelled. GTT order in such cases will not be placed again.
7. The client's funds will be blocked at the time when the order is triggered.
8. The order will be valid for a year or expiry of contract, whichever is earlier. In case the GTT order validity date falls on a non-trading day, the order is expired on the last trading day which falls prior to such order validity date which is a non-trading day.
9. All GTT orders can be cancelled before the order is triggered.
10. The Brokerage rates and applicable charges are same for normal transactions and GTT orders. Further, GTT orders shall be settled in the same manner as normal equity / derivative market transactions.
11. Maximum orders that can be placed is 50. Limit can be revised in future.
12. GTT orders can be placed at any point of day.

Institutional Equities:

1. Kotak Institutional Equities (KIE) division of KSL also facilitates placing orders which are GTC/ Good Till Date (GTD).
2. GTD orders are permitted in both F&O and Cash Equities segments
3. Custodians of the client who are also registered Market Intermediaries take care of margin requirements of Institutional client's trades
4. The order will be valid till fully executed or cancelled by the client.
5. Orders are triggered when the price and conditions set by the client are matched.

C] Manner of handling of such orders in case of corporate actions:-**Retail:**

1. Order will be cancelled in case of following corporate actions: Delisting, Buyback, Takeover, Merger, Demerger, Rights, Split, Bonus, and Special Dividend
2. Order will be cancelled maximum one day prior to ex-date

Institutional Equities:

- For Institutional clients, no cancellations are initiated.

D] Updating Clients of upcoming Corporate Actions:-**Retail:**

- A prior notification will be sent to the client which shall not be later than one day prior to the ex-date of the corporate action.

Institutional Equities:

- Institutional clients are informed well in advance about all orders received under GTD concerning corporate actions within 24 hours, ensuring timely communication upon order receipt.

E] Other points:-

The said policy shall be made part of the Account Opening Form/Kit under heading "Policy on Handling of Good Till Cancelled Orders of Client" of Policy and Procedures document and shall also display the same on KSL's website under the section: Important Policies.

Any of the above condition can be changed without prior intimation at the discretion of KSL.

The Compliance Officer is authorized to provide any suitable advice/clarification/exception on the said policy.