

## **Procedure of Acquiring BATS Terminal**

- Brokers apply for the BATS Terminal on the prescribed Form available on the IT Help Desk.
- IT Support Services Department liaison with other departments for the verification of:
  1. Room Ownership
  2. Branch Registration.
  3. Agent Registration.
  4. Authorized Signatory.
  5. Pending dues of the Exchange.
- In case, the applicant Broker doesn't have the room ownership then the following processes will be followed:
  1. The applicant Broker will provide the No Objection Certificate from the room/booth owner.
  2. IT Support Service Department seek Legal opinion from law Department.
  3. IT Support Service Department sought approval from Managing Director /DMD/GM Operations.
  4. Send above mentioned approval to Company Affairs Department to process supplementary agreement.
- IT Support Service Department inform Broker in case of any discrepancy.
- IT Support Service Department sends approval and charges letter to the applicant.
- Broker send the requisite payments to the IT Support Services Department.
- NCCPL send approval to activate BATS Terminal.
- Broker sends Mac Address Form to the IT Support Services Department...
- IT Support Service Department Prepare IP Request Form for Network Department.
- IT Support Service representative install BATS Workstation on Brokers computer.

- IT Support Service representative install Antivirus System.
- IT Support Service Department prepare User Activation Form for System/Network Department for user creation and activation.