



## **Policy For Handling Good Till Date Orders**

### **Background**

In accordance with Exchanges circulars NSE/INSP/62528 dated June 21, 2024, and BSE Notice No. 20240622-2 dated June 22, 2024, regarding "Policy on Handling of Good till Cancelled Orders," Manu Stock Broking Private Limited policy for managing Good till Cancelled (GTC) or Good till Triggered orders (GTT), or Good till Date (GTD) or similar types of orders provided to clients.

### **Scope**

MANU STOCK BROKING PRIVATE LIMITED has established this policy to include the following provisions:

- a. Detailed descriptions of GTC/GTT/GTD orders, including validity parameters.
- b. Procedures for managing such orders during corporate actions (e.g., cancellations, price resets, and retention of unexecuted orders).
- c. A timeline for notifying clients about relevant corporate actions affecting unexecuted orders, which shall not be later than one day before the ex-date of the action.

### **Good Till Cancelled/Good Till Triggered Orders**

- a. Manu Stock Broking Private Limited allows clients to place Good till Date ("GTD") orders.
- b. GTD orders enable clients to place buy and sell limit orders for shares, index futures, and index options, specifying a validity period within MANU STOCK BROKING PRIVATE LIMITED's maximum allowed date. The client sets the "Order Validity Date," which is why this order type is called a GTD order.



- c. All current and new clients eligible to trade in Equity Cash products and Derivatives can use the GTD facility.
- d. The GTD order facility is applicable solely for Equity Cash products, Index Futures, and Index Options products. This facility is not available for other products like Margin and Spot. Any new segments where GTD orders are introduced will be updated on the MANU STOCK BROKING PRIVATE LIMITED website and reflected in this policy.
- e. Clients may specify disclosed quantities when placing cash orders with GTD validity.
- f. GTD orders must be placed at a limit price and cannot be submitted at market price.
- g. If a GTD order remains unexecuted in full, MANU STOCK BROKING PRIVATE LIMITED is authorized to place new orders for the unexecuted quantity on subsequent trading days until the entire quantity is executed or the validity expires.
- h. GTD orders can be placed during the pre-open session for all eligible scrips, with only pre-open enabled scrips sent to the exchange during this period. Orders for non-enabled scrips will be treated as overnight orders.
- i. Clients must ensure that sufficient funds or margins are available in their accounts to cover unexecuted quantities of GTD orders.
- j. The "Order Validity Date" is the date specified by the client, which must be less than or equal to MANU STOCK BROKING PRIVATE LIMITED's maximum validity date. Orders cannot be placed with a GTD validity beyond this maximum.
- k. If the GTD order validity date falls on a non-trading day, the order will expire on the last trading day before that non-trading day.





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- l. After placing a GTD order, MANU STOCK BROKING PRIVATE LIMITED will continue to place orders for unexecuted quantities during the validity period until fully executed, cancelled, or rejected.
- m. Orders will be placed daily as overnight orders during the validity period if they remain unexecuted.
- n. GTD orders can be placed for all eligible securities in BSE and NSE, excluding debt securities, NCDs, bonds, and illiquid securities.
- o. GTD orders may be placed both during and after market hours.
- p. Clients can place GTD orders via Call N Trade.
- q. A maximum of five GTD orders per scrip is allowed, with a total cap of thirty GTD orders across all eligible scrips.
- r. Clients may modify the quantity or limit price of GTD orders while they are in 'Ordered' or 'Requested' status. GTD orders in 'Blocked' status cannot be modified, only cancelled.
- s. All GTD orders are subject to cancellation.
- t. Brokerage rates and applicable charges for GTD orders are consistent with those for regular transactions, and GTD orders will be settled like standard equity/derivative market transactions.
- u. Clients may place GTD buy and sell orders (open positions only) under the E-Margin product.





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v. Stop-loss orders may also be placed with GTD validity.

## **Handling of GTD Orders During Corporate Actions**

Following a corporate action, GTD orders will be validated against the Daily Price Range (DPR) issued by the exchange. The system will check for circuit limits and validate orders accordingly for the next trading day. Orders failing to meet these criteria will be marked as "GTD Blocked" for retry on subsequent trading days. Notifications via Emails and SMS will be sent to clients if GTD orders fall short of funds/securities or blocked due to price limitations and beyond Good dividend pay-out ratio (DPR) range.

## **Client Notification of Upcoming Corporate Actions**

Clients with unexecuted GTD orders will be notified of all upcoming corporate actions (e.g., dividends, bonuses, splits) at least one day before the ex-date. Clients should Proactively review their GTD orders for potential impacts from these actions, assuming responsibility for modifying or cancelling orders as needed.

## **Policy Communication**

This policy will be included in the Account Opening Form/Kit under "Policy on Handling of Good till Cancelled Orders of Client" and will be made available on the MANU STOCK BROKING PRIVATE LIMITED website.

## **Policy Review**

This policy will be reviewed annually.

The said policy is sent to the board for approval and the board has accorded the same.

