

INTRA RATHI BACKOFFICE

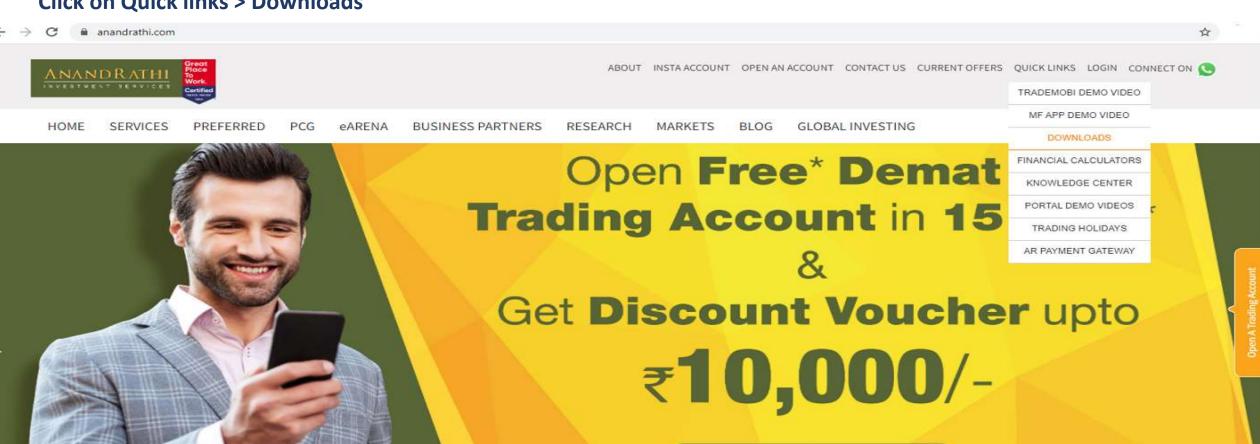
Backoffice Set Up



*T&C apply

Go to company website: https://www.anandrathi.com/

Click on Quick links > Downloads



Disclaimer

Get started now

Note: Backoffice run on windows 10 & 11 version or higher than 11

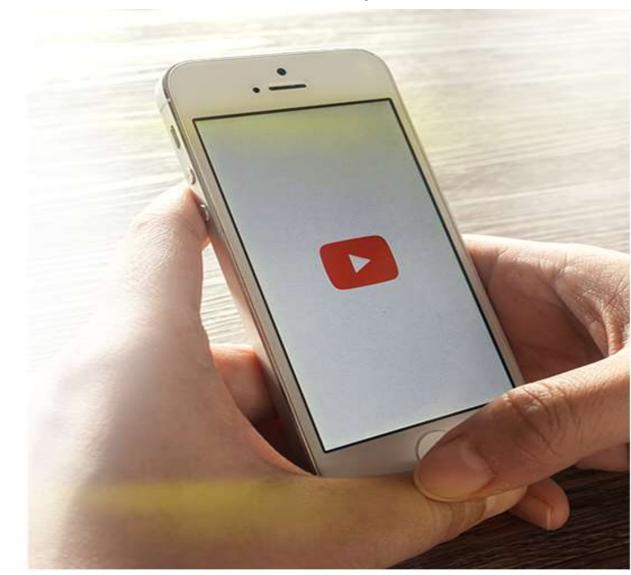


> After Clicking on Downloads, Go to Back office option, click to download & then Run on desktop.

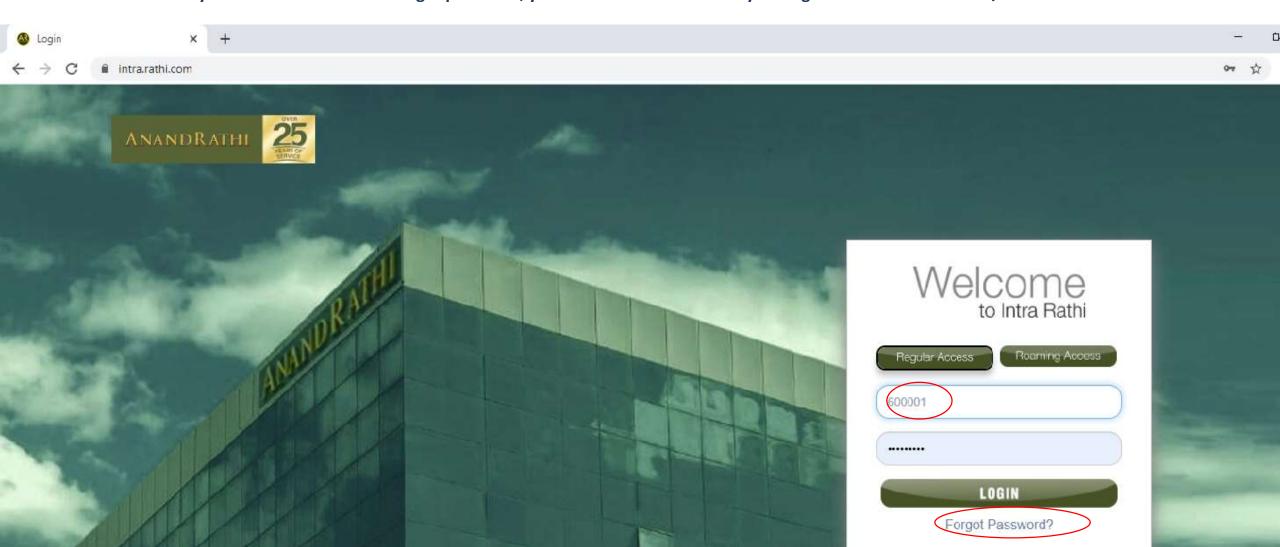
DOWNLOADS

You can download the downloads/setups on the given respective options.

Sr.	Descriptions	Downloads
No.		
17	Dematerialisation Request Form	4
18	Remat Request Form-CDSL	4
19	KYC Form-Individuals	4
20	KYC Form-Non-Individuals	4
21	Aadhar Updation Form	4,
22	Additional Risk Disclosure documents for Options Trading - MCX RDD	*
23	Additional Risk Disclosure documents for Options Trading - NCDEX RDD	±
24	KYC Document Booklet	
25	Mutual Fund Commission Disclosure	
26	CSR Policy - Anand Rathi Global Finance Limited	
27	Corporate Governance Guidelines	<u>+</u>
28	Backoffice setup	4
29	CDSL SMA Alert facility,terms & condition "Annexure-A";	4,



- > Open the internet explorer and login with intra.rathi.com & then Login page will appear
- User ID would be your Six Series & click on forgot password, you will received an OTP on your registered Mobile number / Email ID.





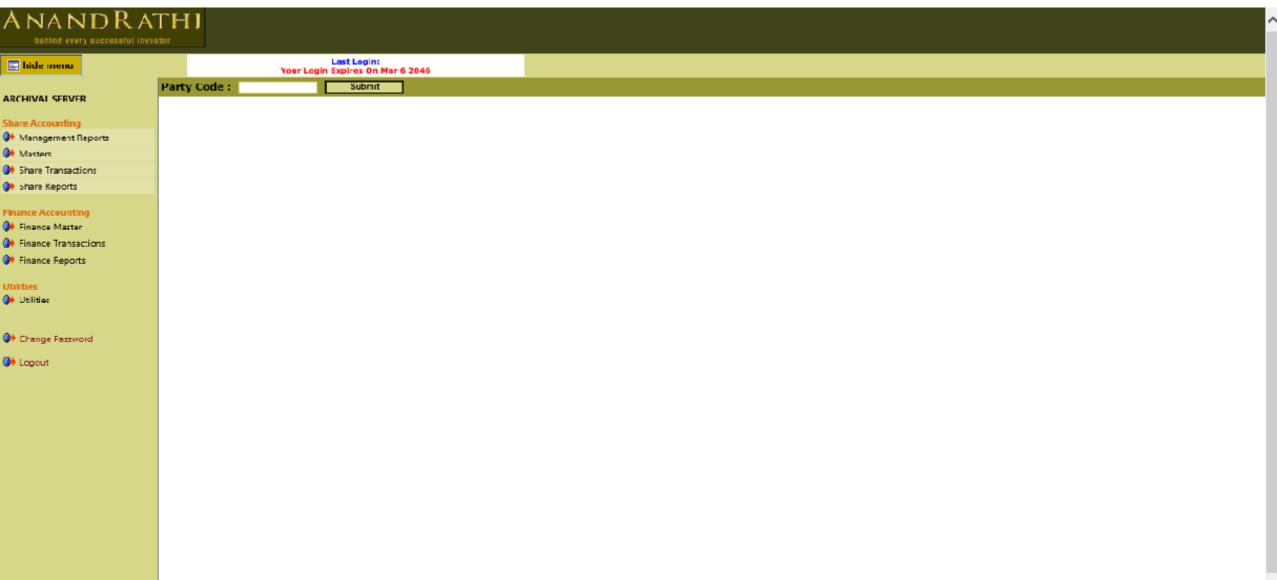
USER MANUAL –BACK OFFICE



Dash Board : Intra Back office (Open in Internet Explorer only)

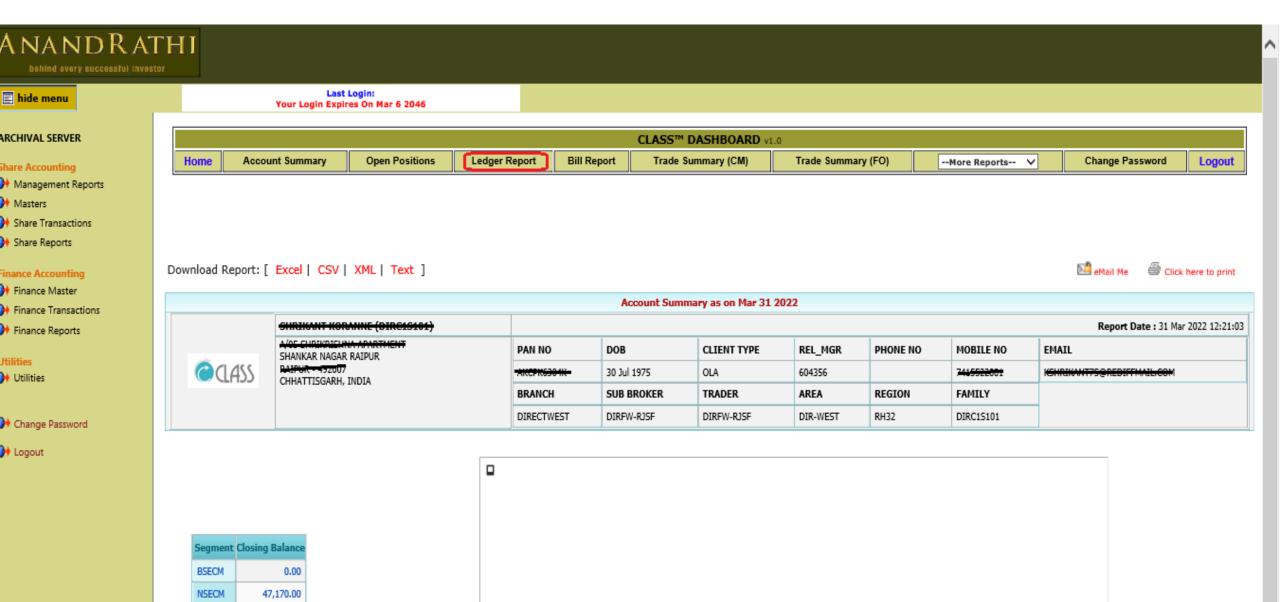


Once login to Back office, Dash Board window will appear. Put client code and then click on Submit.





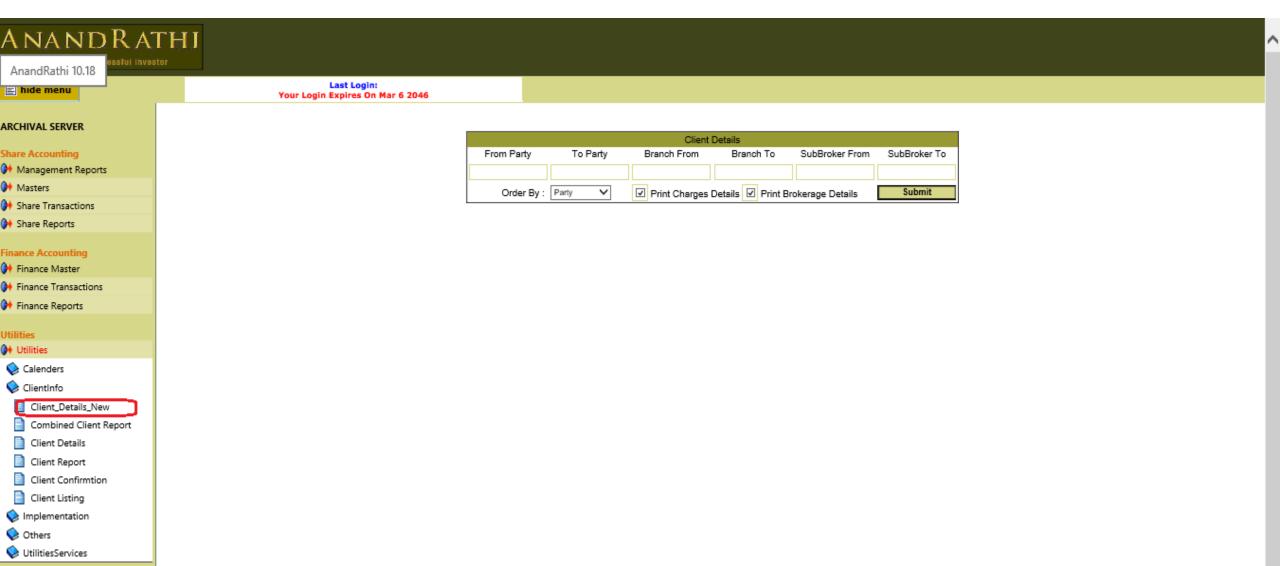
Summary of client details will appeared. For more details Click on the Ledger Report and then you will see the combined ledger of the Client







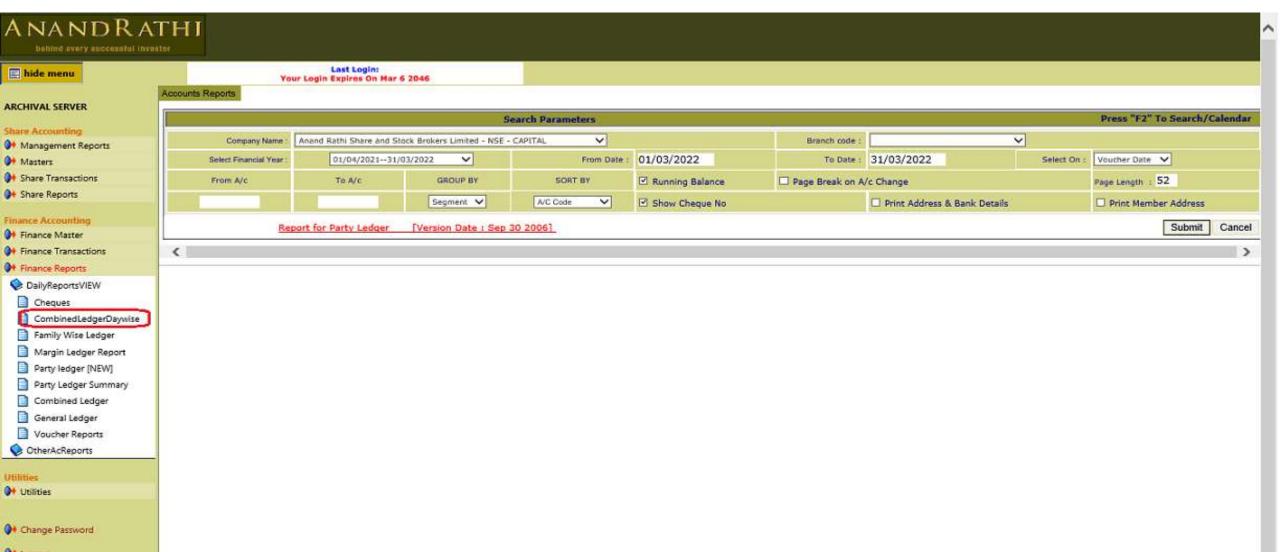
Go to Backoffice & DP > Backoffice & DP Menu > Backoffice > Nse CM > Utilities > Client Info > Client Details New > Put the Client Code and Submit







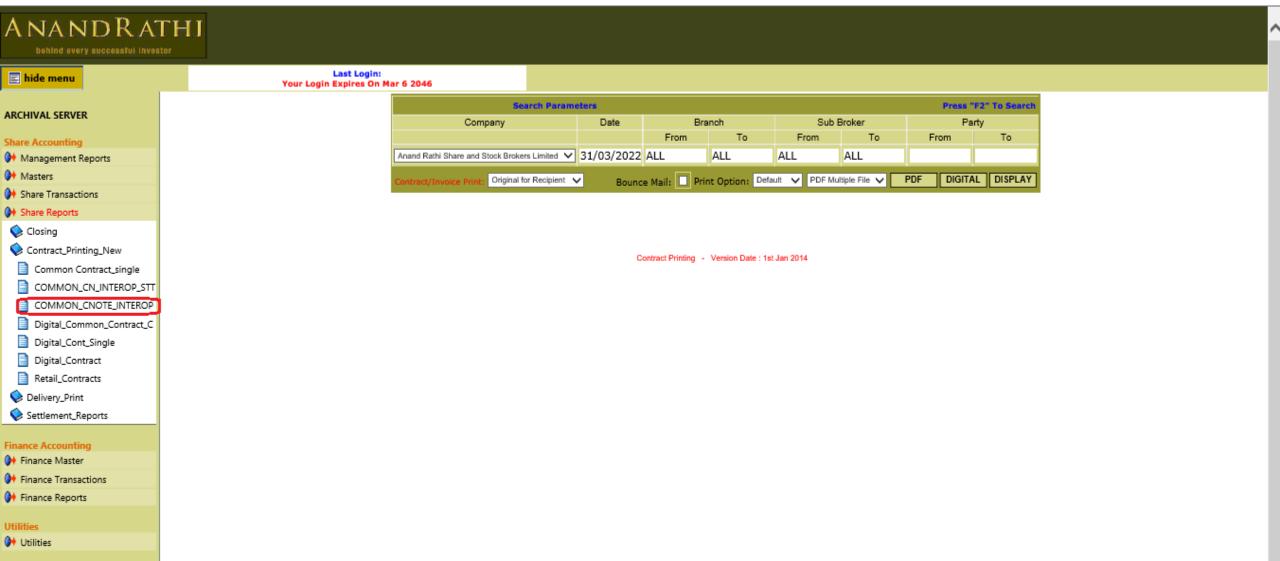
Go to Backoffice & DP > Backoffice & Menu > Backoffice > Nse CM > Finance Reports > Daily Report View > Combined Ledger Day wise :- Accounts Reports > Click on Party Ledger







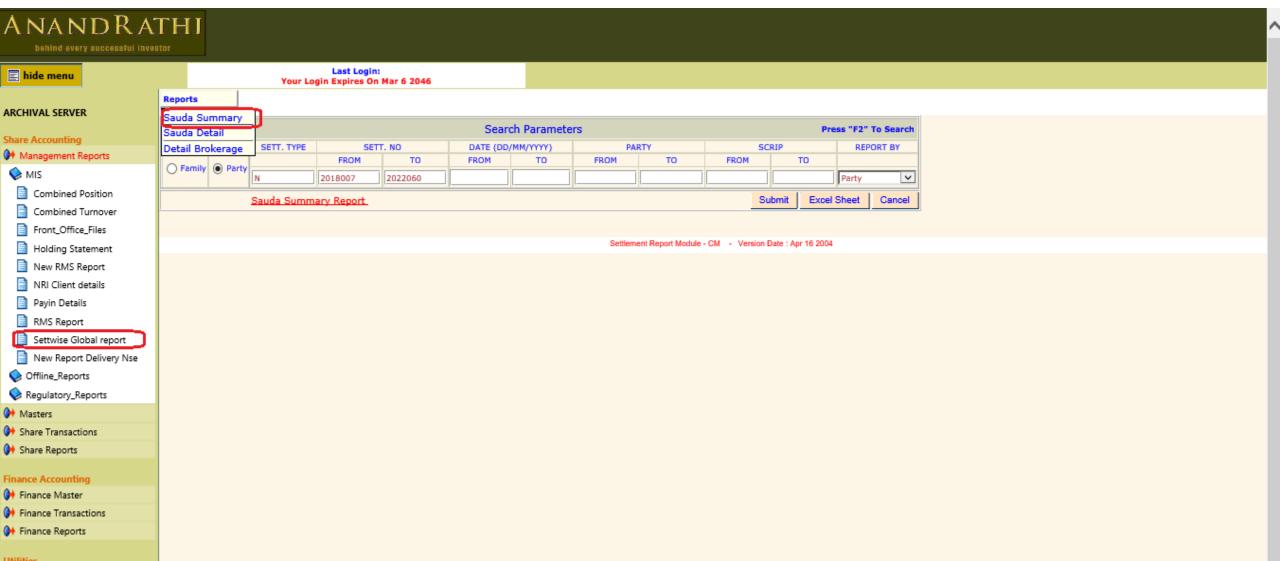
Go to Backoffice & DP > Backoffice & Menu > Backoffice > Nse CM > Share Reports > Contract_Printing_New > Common_Cnote_Interop:- Put Party Code means Client Code and Display.







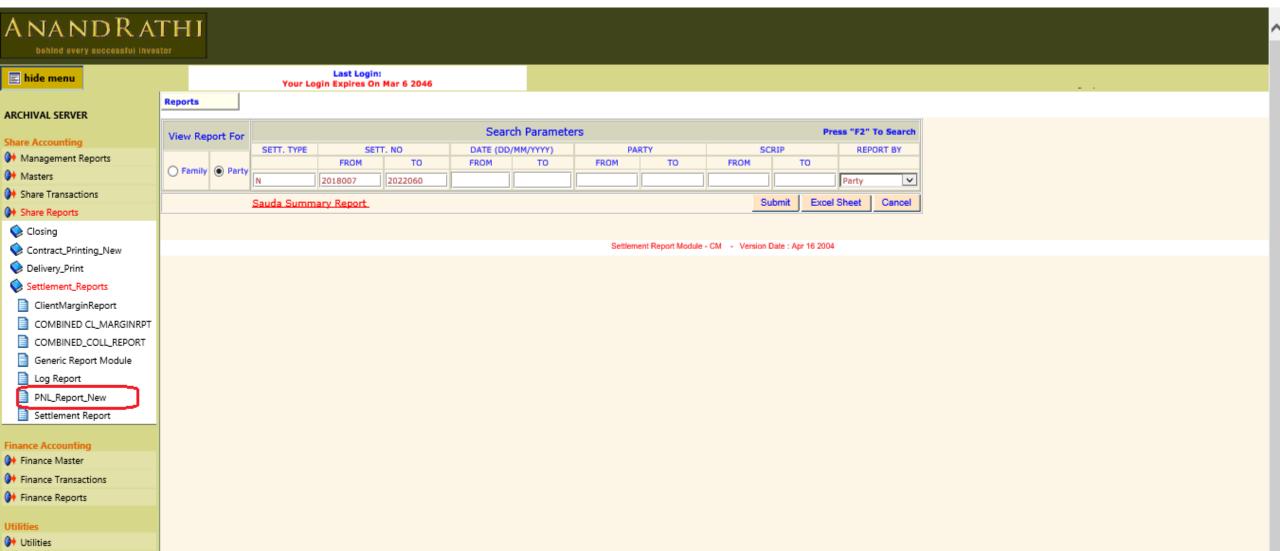
Go to Backoffice & DP > Backoffice & Menu > Backoffice > Nse CM > Management MIS > Settwise Global Report > Reports > Sauda Summary > Put Date Range, Party Code and then Submit.







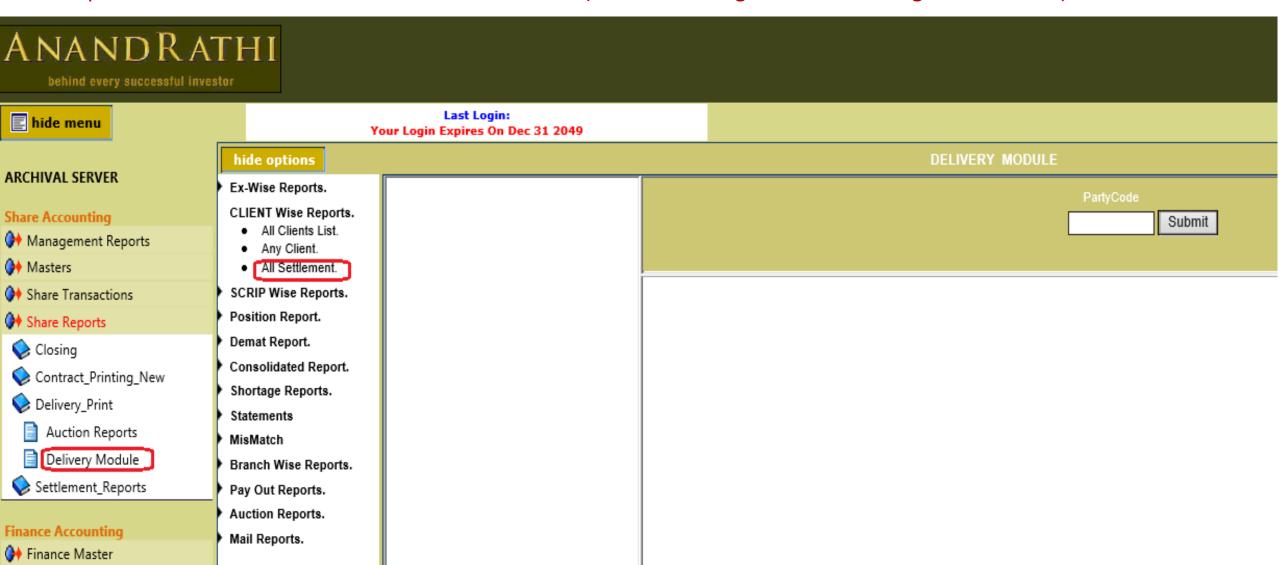
Go to Back office & DP > Backoffice & Menu > Backoffice > Nse CM > Share Reports > Settlement Report > PNL Report New > Put Date Range and Client Code then Submit.



Shares Payin and Payout :



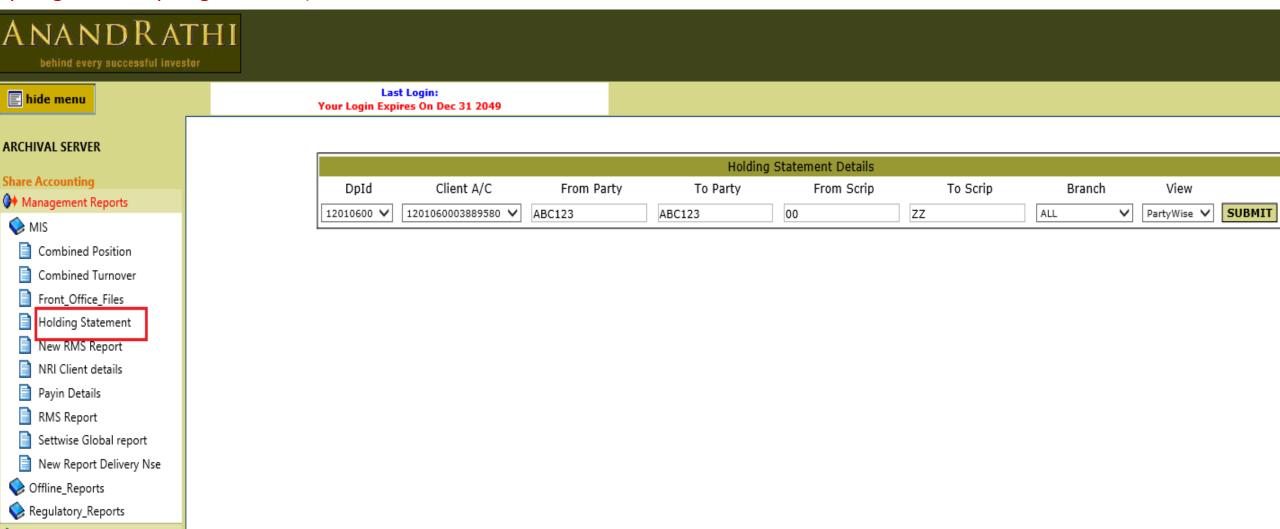
Go to Backoffice & DP > Backoffice & Menu > Backoffice > Nse CM > Share Reports > Delivery print > Delivery Module > Client Wise Report > All Settlement > Put Client code and Submit.(Useful in Seeing the Stock Shortage of the Client)



Live Pledge Holding Report :



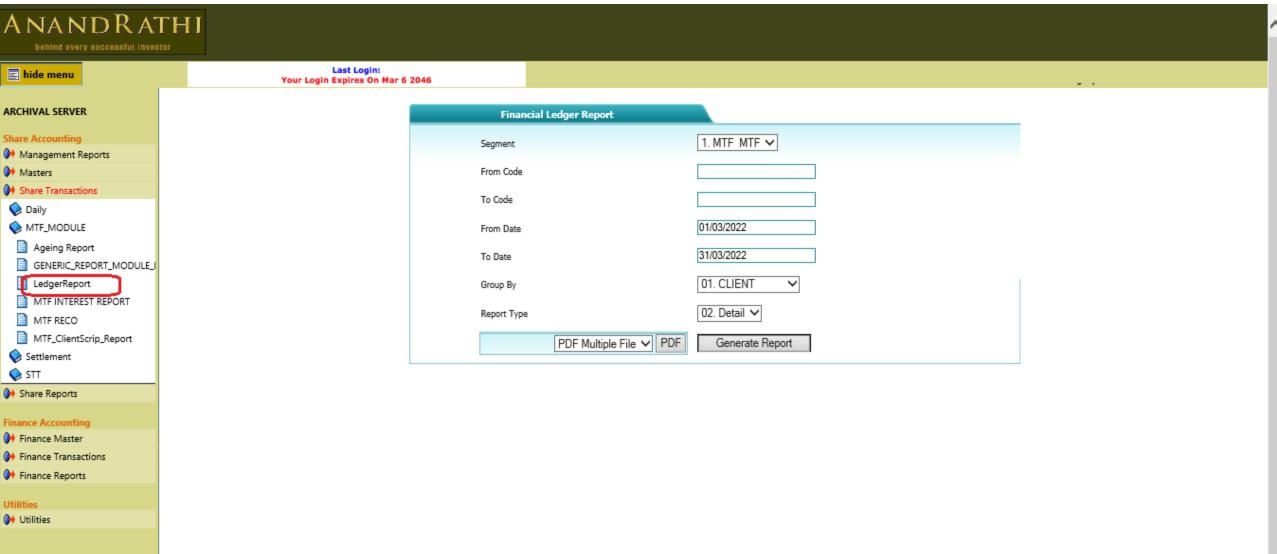
Go to Back office & DP > Back office & Menu > Backoffice > Nse CM > Management Report > MIS > Holding Statement > Put Our DP ID 1201600 and client A/c 10033580 then Put Client Code and Script as 00 to Z (This to see the client stocks which are pledged in our pledge account)







Go to Backoffice & DP > Backoffice & Menu > Backoffice > Nse CM > Share Transaction > MTF Module > Ledger Report > Put Client Code and Date Range then Generate Report.





> MTF Interest Report:



Go to Back office & DP > Back office & Menu > Backoffice > Nse CM > Share Transaction > MTF Module > MTF Interest Report > Put Date Range and Client Code then submit.

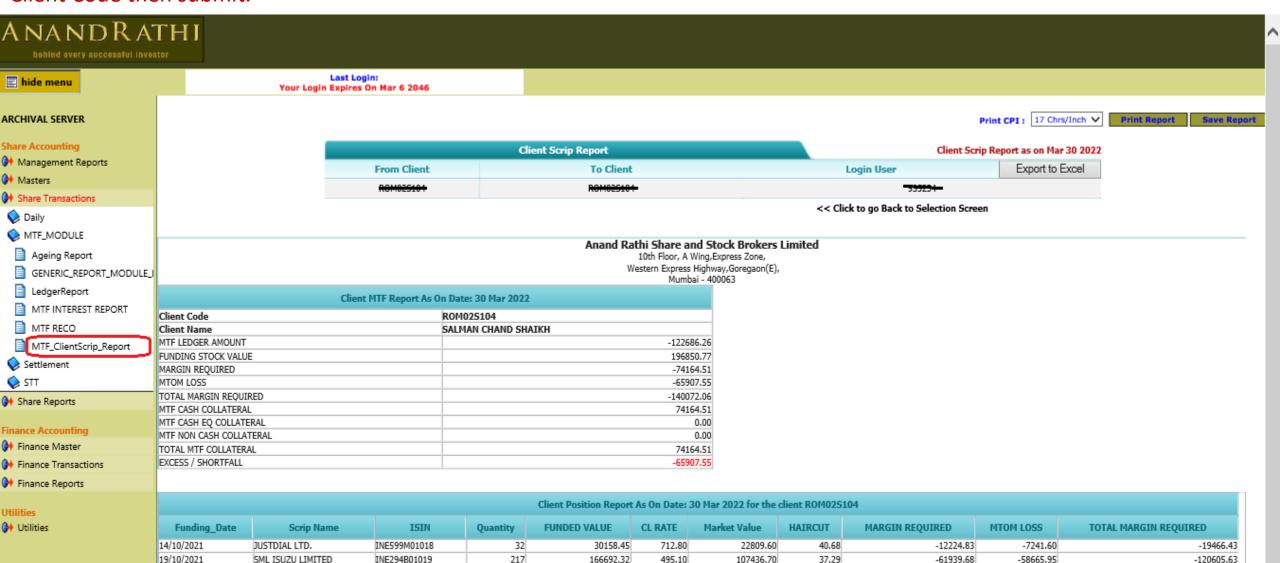




► MTF Scriptwise Report:



Go to Back office & DP > Back office & Menu > Backoffice > Nse CM > Share Transaction > MTF ClientScipt Report > Put Range Client Code then submit.





Thank You

Anand Rathi Share and Stock Brokers Ltd.

Regd. Office: Express Zone, 10th Floor, A Wing, Western Express Highway, Goregaon (E), Mumbai - 400 063, Maharashtra. Tel: (022) 6281 7000. Registration No.: INZ000170832 (BSE-949 | NSE-06769 | Disclaimer: This document has been prepared by Anand Rathi Shares and Stock Brokers LTD (AR) The information is only for consumption by the client and such material should not be redistributed. The returns mentioned in this document are compiled based on simulation carried out on historical price data and not based on actual data. The information and opinions contained herein have been compiled or arrived at, based upon information obtained in good faith from sources believed to be reliable. Such information has not been independently verified and no guaranty, representation of warranty, express or implied, is made as to its accuracy, completeness or correctness. All such information and opinions are subject to change without notice. This document is for information purposes only. The document should not be construed as an offer or solicitation of an offer, to buy or sell any securities or other financial instruments. Neither AR nor any of its affiliates, its directors or its employees accepts any responsibility of whatsoever nature for the information, statements and opinion given, made available or expressed herein or for any omission therein. Recipients of this document should be aware that past performance is not necessarily a guide to future performance and value of investments can go down as well. The suitability or otherwise of any investments will depend upon the recipient's particular circumstances and, in case of doubt, advice should be sought from an independent expert/advisor. Investment in securities market are subject to market risks, read all the related documents carefully before investing