**Process Flow Chart**

Front Desk

Information /Form Out/In (Filled)

Conformation through E mail, Courier

Back Office Process

Buy Bill/Sell Bill/Difference Bill (Receipt/Payment)

Commission Charge

SMS Conformation through automatic computer system

Trade Execution

Buy/Sell

Information about account (Account number, Exposure etc)

Receive Document

Commission Approval & Signature with Clients

Approved by Back Office

& NCCPL

Back Office

Form (Filled) Applied

CDC

Form (Filled) Applied

Back Office

Middle Office