

MEMBER :

National Stock Exchange of India Ltd.
Bombay Stock Exchange Limited
SEBI Registration No. : INZ000257533
NSE Clearing No. 11301 BSE Clearing No. 6726
CDSL DP ID : 29000 SEBI Regn. No. IN-DP-CDSL-195-2002



RRS SHARES & STOCK BROKERS PVT. LTD.

Standard Operating Procedure (SOP) for handling Cyber Security incidents

This has reference to the Exchange circular NSE/INSP/41723 dated July 26, 2019, NSE/INSP/42422 dated October 16, 2019 and NSE/INSP/44826 dated June 30, 2020 and SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018 on Cyber Security & Cyber Resilience framework for Stock Brokers / Depository Participants and SEBI email dated April 16, 2021

Members are hereby advised to prepare the SOP on handling and reporting of Cyber Security incidents as indicated below: 1. Members shall have a well-documented Cyber Security incident handling process document (Standard Operating Procedure - SOP) in place.

Such policy shall be approved by Board of the Member (in case of corporate trading member), Partners (in case of partnership firms) or Proprietor (in case of sole proprietorship firm) as the case may be and shall be reviewed annually by the **"Internal Technology Committee"** as constituted under SEBI circular SEBI/HO/MIRSD/CIR/PB/2018/147 dated December 03, 2018 for review of Security and Cyber Resilience policy.

RRS shall examine the Cyber Security incident and classify the Cyber Security incidents into High/ Medium/ Low incident handling process .

The Cyber Security incident handling process document shall define decision on Action/ Response for the Cyber Security incident based on severity.

RRS shall report the Cyber Security incident to Indian Computer Emergency Response Team (CERT-In). 4. Members shall provide the reference details of the reported Cyber Security incident with CERT-In to the Exchange and SEBI. RRS shall also provide details, regarding whether CERT-In team is in touch with the RRS for any assistance on the reported Cyber Security incident. If the Cyber Security incident is not reported to CERT-In, RRS shall submit the reasons for the same to the Exchange and SEBI. Members shall communicate with CERT-In/ Ministry of Home Affairs (MHA)/ Cyber Security Cell of Police for further assistance on the reported Cyber Security incident.

Members shall submit details whether Cyber Security incident has been registered as a complaint with law enforcement agencies such as Police or its Cyber Security cell. And also details will be provided to Exchange and SEBI.

If complaint is not registered, then the reason for not registering complaint shall also be provided to Exchange and SEBI.

REGD. OFFICE

24/B, Rajabhadur Mansion - 2, 114, Rajabhadur Compd.,
Ambalal Doshi Marg, Fort, MUMBAI - 400 023.

DEALING OFFICE : 411, P.J. Towers, Dalal Street, Fort, MUMBAI - 400 023.
022 - 6182 9100

BACK OFFICE : 022 - 6182 9200 FAX : 022 - 6631 1193

BRANCH OFFICE

201, Sahyog Complex, Near Deluxe Cross Roads, Nizampura,
Vadodara - 390 002, Gujarat, INDIA

Tel. : 0265-2575300 • **Email** : teambaroda@rrs.in • **www.rrs.in**

The details of the reported Cyber Security incident and submission to various agencies by the RRS shall submit it to Division Chiefs (in-charge of divisions at the time of submission) of DOS-MIRSD and CISO of SEBI.

The Designated Officer of the RRS - **Mr Darshan Jayant Shah** (appointed in terms of para 6 of the aforementioned SEBI Circular dated December 03, 2018) shall continue to report any unusual activities and events **within 24 hours** of receipt of such Information as well as submit the quarterly report on the cyber-attacks & threats **within 15 days** after the end of the respective quarter in the manner as specified in NSE circular NSE/INSP/44826 dated June 30, 2020.

For RRS Shares & Stock Brokers Pvt Ltd.

For RRS SHARES & STOCK BROKERS PVT. LTD.

Authorised Signatory's

Director

BSE Membership No. 6726

NSE Membership No. 11301

CDSL Membership No. IN29000

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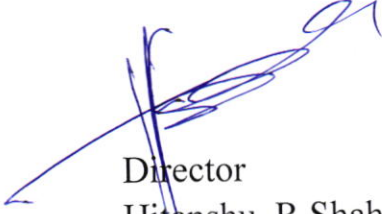
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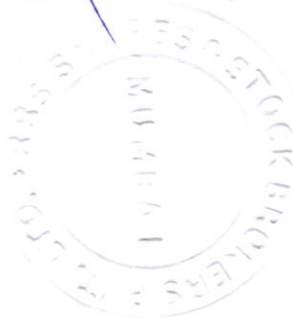
Extract from the minutes of the Board Meeting of Directors of RRS Shares & Stock Brokers Pvt. Ltd held on 4th May 2021, Monday at 12.00 p.m. held at its registered office 24/B, Raja Bahadur Mansion-II, 114, Raja Bahadur Compound, Ambalal Doshi Marg, Fort, Mumbai-400023.

RESOLVED THAT the Cyber Security incident handling process document (Standard Operating Procedure - SOP) as required under NSE/INSP/44826 dated June 30, 2020 , was placed before the Board of Directors of RRS Shares & Stock Brokers Pvt Ltd for their approval..

The Board has approved the same and decision was taken for necessary steps for implementation of the same.

For RRS Shares & Stock Brokers P Ltd.


Director
Hitanshu R Shah
Place : Mumbai
Date : 04th May 2021



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