



**Rajendra Modi Share
Brokers Private Limited**
Members of NSE, BSE, CDSL, MCX

Name of the Policy	Change Management Policy
Date of Passing Board Resolution	7 th April, 2026
Approved by:	Board of Directors
Frequency of Review:	Yearly or as and when any update comes change in the Relevant Regulation comes or any change in the Company's internal control or Structure whichever is earlier.



For Rajendra Modi Share Brokers Pvt. Ltd.

[Handwritten Signature]
Managing Director



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Change Management Policy

1. Purpose and Scope

This Change Management Policy outlines the procedures and guidelines for managing changes to systems, processes, and technologies within our company. The objective is to ensure that changes are implemented in a controlled and efficient manner, minimizing risks and disruptions to the trading platform.

2. Audience

Change Management Policy applies to all individuals that install, operate or maintain Information Resources.

3. Change Management Team

- Designated Director (DD): Responsible for overseeing the entire change management process.
- Technology Committee (TC): Responsible for reviewing and approving proposed changes.

4. Change Management Policy

Every change to an Information Resources resource such as: operating systems, computing hardware, networks, and applications is subject to the Change Management Policy and must follow the Change Management Procedures.

All changes affecting user connectivity and access to information resource services must be scheduled within the decided time frame unless otherwise scheduled with upper management of the Computer Information Systems department.

A Change Management Team, will meet regularly to review change requests and to ensure that change reviews and communications are being satisfactorily performed.

5. Submission

A formal written change request must be submitted for all changes, both scheduled and unscheduled and includes details such as the nature of the change, justification, and potential impact.



6. Review

A Change Management Team reviews the change request for completeness and if necessary, additional information may be requested from the submitter.

A Change Management Team, will meet regularly to review change requests and to ensure that change reviews and communications are being satisfactorily performed

7. Approval Process

TC reviews change requests, impact analysis, and risk assessments and approves or rejects the change requests based on established criteria.

8. Documentation and Record-keeping

Maintains detailed records of change requests, approvals, and implementation details and ensures documentation is accessible for audits and reviews. A Change Management Log must be maintained for all changes. The log must contain, but is not limited to: -

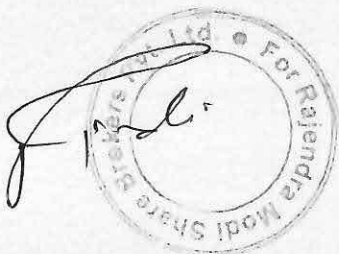
- Date of submission and date of change
- Change Description
- Risk Level
- Approved by
- Tested (Yes/No)
- Status

9. Monitoring and Review

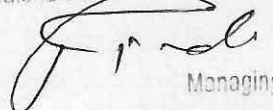
Regularly monitors the performance of implemented changes.

10. Clarification/Information

In case of any clarification/information required on the implementation of the Policy, please contact the IT Head/Compliance Officer on Email rjndrmodi@yahoo.com



For Raiendra Modi Share Brokers Pvt. Ltd.


Managing Director