

## **Policy on Facsimile Signature**

### **Objective:**

The objective of this policy is to facilitate issue of Physical Contract Notes duly affixed by Facsimile / Scanned signature on the Physical Contract Note

### **Back Ground:**

The Company is bound to send the Contract Notes in the prescribed format as per the scheduled time prescribed by the regulators from time to time to all the clients who had traded, the said contract note can be issued either in Physical Form or in Electronic Form. The Exchange(s) have clarified that Physical Contract Notes can also be issued by duly affixing the Facsimile / Scanned signature after ensuring Adequate Controls and Procedures.

### **Policy:**

The persons who are authorized by the Board of Directors, only should attest the signature by Facsimile / Scanned Signature on the Physical Contract Note

In case any of the Authorized Signatorie(s) quit from the organization or replaced, the same should be brought to the notice of the Board of Directors and New Authorized signatorie(s) shall be appointed by the Board

In such case, where the Authorized Signatorie(s) quit from the organization or replaced, their signature shall not be permitted on the Contract notes under any circumstances beyond the date from which the person ceases to hold the position or office

In case for any technical reason the Fascimile / Scanned signature is non-Functional, the Physical Contract Notes should be signed by the Authorised signatories manually.

### **Review Policy:**

This policy may be reviewed as and when there are any changes introduced by any s t a t u t o r y authority or as and when it is found necessary to change the policy due to business needs

The policy shall be reviewed by the **Compliance Officer** and place the changes in policy before the Board at the meeting

### **Approval Authority:**

This Policy was placed before the board in its Board of Directors and meeting held on **13/08/2024**  
This policy is as approved by the Board of Directors on **13/08/2024**.