

## 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 Signatories quit from the organization or replaced, the same should be brought to the notice of the Board of Directors and New Authorized signatories shall be appointed by the Board.

In such case, where the Authorized Signatories 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 Facsimile/Scanned signature is non Functional, the Physical Contract Notes should be signed by the Authorized signatories manually.

### Review Policy

This policy may be reviewed as and when there are any changes introduced by any statutory authority or as and when it is found necessary to change the policy due to business needs.

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

### Approval Authority

This policy is as approved by the Board of Directors.