

Policy - Use of facsimile/scanned signatures on Contract Note

April 07, 2023





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This has reference to NSE circular Ref. No. NSE/INSP/32524 dated June 06, 2016, BSE notice 20160607-4 dated 7th June, 2016 and MCX SX circular Ref: MSEI/INSP/4281/2016 dated June 21, 2016 regarding policy implementation in relation to “use of facsimile/scanned signatures” on Contract Note.

Accordingly, we have framed below mentioned policy:

1. The physical contract note is being printed through a particular utility provided on our Web portal.
2. We shall be using the facsimile/scanned signature of the signatories authorized to do so duly approved by board.
3. The signatures of the aforesaid signatories shall be captured in encrypted format and uploaded on our web portal. The signature is encrypted in such a manner that it cannot be used on any other document other than contract note nor can anybody else use the signature other than those who are given the specific rights to use the signature.
4. The “user rights” for this particular utility shall be limited to two officials at our Head office. No branches or franchisees shall be given any sort of access to the web portal utility of contract note printing.
5. In case of change in authorized signatory compliance team shall intimate the IT team to disable the facsimile/scanned signature till the time new authorized signatory is appointed. Therefore, we shall appoint two authorized signatories whose scanned signature can be used on the contract note so that there is no hampering of the routine process in case there is change in authorized signatory.

The policy shall be amended from time to time under the directions of SEBI and Exchanges. All stakeholders shall ensure to adhere to the policy norms under all circumstances.