

Policy - Use of facsimile/scanned signatures on Contract Note

This has reference to BSE notice 20160607-4 dated 7th Jun, 2016 regarding policy implementation in relation to “use of facsimile/scanned signatures” on Contract Note.

Accordingly, Sanchay Fincom Limited has framed below mentioned policy:

1. The physical contract note is being printed through a particular utility provided in SFL.
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. 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.
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, SFL 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.

Sd/-

Sanchay Fincom Limited