

POLICY ON FACSIMILE (SCANNED) SIGNATURE ON PHYSICAL CONTRACT NOTES

Background

BSE Notice No. 20160607- 4 dated 7th June, 2016

NSE Circular No. 280/2016 dated 6th June, 2016

1. Objective

The objective of this policy is to lay down guidelines for the use of facsimile (scanned) signatures on physical contract notes issued by the Company, in accordance with applicable SEBI regulations, Stock Exchange circulars, and internal control requirements.

2. Regulatory Framework

This policy is framed in line with:

- SEBI (Stock Brokers) Regulations and applicable circulars
- Circulars/guidelines issued by Stock Exchanges (NSE/BSE/MCX/NCDEX, as applicable)
- Applicable provisions of the Information Technology Act, 2000

3. Applicability

This policy shall be applicable to:

- All physical contract notes issued by the Company to its clients
- Authorized signatories, compliance team, and operations staff involved in issuance of contract notes

4. Use of Facsimile (Scanned) Signature

HPMG Shares & Securities Pvt. Ltd. will affix facsimile signatures (scanned signature) on the physical contract notes issued to its clients. The following controls and procedures are being put in place regarding the use of facsimile/ scanned signature:

1. Mr. Hasit B. Pandya, Designated Director is hereby authorised to affix his facsimile signature (scanned signature) in the Contract Notes and other documents issued by HPMG Shares & Securities Pvt. Ltd. to its clients



2. The procedure/ controls for the same is as under;

- a. The signature shall be scanned and uploaded into the back office systems / software
- b. The signature would be affixed only on documents generated by the Back Office Software
- c. In case of change of authorized signatories, the signatures would be replaced after due Board Approval

3. In case Mr. Hasit B. Pandya, no longer holds the position of Director of the company, then the use of his signature should not be continued afterwards under any circumstances.

The contract note issued with facsimile / scanned signature shall be deemed to have been signed by the authorized signatory notwithstanding any misuse of facsimile / scanned signature and the ultimate responsibility to prove its genuineness shall rest with HPMG Shares and Securities Private Limited

Review of the policy

The Board of directors of the company shall review the policy as and when required.

The above policy was approved by the Board of Directors at their meeting held on 7th June, 2016

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