



Allvest Securities Private Limited

FACSIMILE SIGNATURE POLICY



Document Revision and Version Control

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INTRODUCTION/ BACKGROUND

Allvest Securities Private Limited (hereinafter referred to as "ASPL" or "Company") is incorporated under the Companies Act, 2013, with Corporate Identification Number (CIN) U66120MH2025PTC440678. ASPL is registered as Stock Broker with SEBI having Registration number INZ000330839 and is registered as Trading Cum Self Clearing Member with National Stock Exchange of India Ltd and NSE Clearing Ltd. (Member Code: 90469), as a Trading Member with BSE Ltd. (Member Code:6973), as a Trading Cum Self Clearing Member with Multi Commodity Exchange of India Limited (Member Code :57650) and ASPL is also registered with SEBI as a Depository Participant having Registration No.: IN-DP-837-2026 and with NSDL having DP ID: IN304949. It is registered with AMFI with registration number 346229.

PURPOSE

The purpose of the Facsimile Signature Policy for ASPL is to outline the procedures, risk management, and control mechanisms related to the use of facsimile (scanned) signatures on physical contract notes to enhance operational efficiency.

ASPL shall utilize the facsimile signatures of its authorized signatories in lieu of wet signatures on said physical contract notes. The Board of Directors shall approve the use of facsimile signatures by authorized persons on the physical contract notes to be printed and dispatched to clients.

SCOPE

In compliance with NSE Circular No. NSE/INSP/32524 dated June 06, 2016, BSE Notice No. 20160607-4 dated June 07, 2016, and other relevant circulars/guidelines issued or amended from time to time by Regulators, ASPL shall issue digital contract notes and dispatch them to the registered email address of the client as part of the standard process.

In the event that the client specifically requests the issuance of physical contract notes, or if the digital contract notes dispatched to the registered email address have not been delivered, ASPL shall issue physical contract notes and dispatch them to the client's registered mailing address.

DEFINITION

Facsimile Signature: A scanned signature of an authorized signatory.

Authorized Signatory: A person authorized by the Board to have their facsimile signature affixed on contract notes.



AUTHORIZATION

The Board of Directors of the ASPL shall approve the list of signatories authorized to affix facsimile signatures on contract notes. The Board may amend this list from time to time as deemed necessary.

Facsimile signatures shall be securely stored in accordance with the prevailing policies of the ASPL. These signatures shall be securely incorporated into the back-office software used for the printing of physical contract notes.

PROCEDURE AND CONTROLS FOR THE USE OF FACSIMILE SIGNATURES

The following procedure and controls ensure the appropriate and secure use of facsimile signatures at ASPL:

- **Approval of Authorized Signatories:**
 - The authorized signatories, whose facsimile signatures will be affixed on contract notes and other documents (as permitted by the Regulator), must be approved by the Board of Directors.
- **Scanned Signatures in the System:**
 - The authorized signatories' signatures shall be scanned and securely uploaded into the back-office system/software.
- **Restricted Use of Facsimile Signatures:**
 - The facsimile signatures shall only be affixed to contract notes or documents generated by the back-office system.
 - Any unauthorized or manual use of these signatures outside the approved system is strictly prohibited.
- **Operational Oversight:**
 - The operations team at ASPL shall be responsible for ensuring the proper and controlled use of facsimile signatures.
 - This includes verifying that signatures are only used in compliance with regulatory requirements and organizational policies.

Change of Authorized Signatories: If an authorized signatory, whose facsimile signature is in use, ceases to hold the designated position at ASPL, the following protocol shall apply:



1. **Prohibition of Signature Usage:**

- From the date the individual ceases to hold their position, their facsimile signature shall be immediately deactivated and prohibited from use on contract notes or other documents.

2. **Replacement of Signature:**

- A new authorized signatory shall be appointed, and their facsimile signature will be added to the back-office system after obtaining approval from the Board of Directors.

VALIDITY OF FACSIMILE/SCANNED SIGNATURES

A contract note/other documents issued with a facsimile or scanned signature shall be deemed to have been signed by the authorized signatory. Notwithstanding any misuse of the facsimile or scanned signature, the ultimate responsibility to prove its genuineness shall rest with ASPL.

POLICY REVIEW AND UPDATE

This policy will be reviewed and updated as required to incorporate any changes introduced by regulatory authorities. Additionally, it will undergo periodic reviews at least once in a year to ensure continued relevance, effectiveness, and alignment with current regulatory requirements and industry standards.