



**POLICY ON FACSIMILE SIGNATURES (SCANNED SIGNATURE) ON PHYSICAL
CONTRACT NOTES**

1. BACKGROUND

As per the requirements of NSE, BSE and MSEI and further to the internal controls policy (Point No. 4), the Company has designed a policy for printing and signing of contract notes by authorised personnel. Further to NSE/BSE/MSEI circulars allowing affixing of Facsimile Signatures (Scanned Signatures) of the authorised person on the combined physical contract note and laying down a requirements of a documented policy for the procedures and internal controls to be put in place for the same. Accordingly, the authorised personnel need to follow the following policy and procedures.

2. SCOPE OF THE POLICY:

This policy covers all the Physical Contract Notes (Combined Contract Note) and the relevant margin statement annexed thereto for the purpose of affixing Facsimile Signatures (Scanned Signatures) of the authorised person.

3. PROCEDURE TO BE ADOPTED :

- a. The Facsimile Signatures (Scanned Signatures) of the authorised person as approved by the board of directors should be scanned in legible black and white image.
- b. The procedure for uploading the scanned image in the back office software of the authorised signatories will be done under the supervision of the any one director/compliance officer.
- c. Only the authorised signatories are permitted to process the procedure of affixing the Facsimile Signatures (Scanned Signatures) on contract notes once they are generated from the back office software for final printing of the contract notes.
- d. In case there is a change (addition) in the authorised signatory, the authorization from the board will be required to add his/her Facsimile Signatures (Scanned Signatures) in the back office software.

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- e. In case, an authorized signatory whose signature was used for the above purpose, no longer holds the position, then the use of his signature should not be continued afterwards under any circumstances. The scanned image of his/her signature should be removed from the back office software under the supervision of the any one director/compliance officer.

For Rosy Blue Securities Pvt. Ltd.

SD/-

**Shilpa Hirani
Director**