

Upmove Financial Technologies Services

SEBI Registration No: INZ000158323 | NSE Membership No. 90120 | BSE Membership No. 6694



501 / 1201, B- Wing, East Point Bldg., 90 Ft Road, Next to Ganesh Mandir, Ghatkopar (East), Mumbai – 400077, Maharashtra.

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GSTIN No : 27A AFFU0583P1ZK

UPMOVE FINANCIAL TECHNOLOGIES SERVICES

POLICY OF FACSIMILE (SCANNED) SIGNATURE ON PHYSICAL CONTRACT NOTES

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POLICY CONTROL

Version:

1.0

Approved by:

Partners

Frequency of Review:

Yearly or as and when any update comes change in the Relevant Regulation comes or any change in the Company's internal control or Structure whichever is earlier.

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POLICY OF FACSIMILE (SCANNED) SIGNATURE ON PHYSICAL CONTRACT NOTES

I. INTRODUCTION:

This policy outlines the procedures and conditions for using facsimile or scanned signatures on physical contract notes, in accordance with the circulars and directives issued by the Securities and Exchange Board of India (SEBI) and various stock exchanges.

II. OBJECTIVE:

The objective of this policy is to ensure the authenticity and integrity of contract notes delivered to clients, while also facilitating a streamlined and cost-effective process. This policy is applicable to all employees and representatives of the organization involved in the generation and dispatch of contract notes.

III. REGULATORY FRAMEWORK:

This Policy is framed in alignment with the following key regulatory provisions:

- **SEBI Circulars:** In particular, the circulars that permit the use of scanned or digital signatures on contract notes, provided certain conditions are met. These circulars recognize the need for electronic delivery while maintaining the validity of the document.
- **Exchange Bye-Laws:** The rules and regulations of exchanges like NSE, BSE, MCX, and NCDEX, which specify the format and content of contract notes.
- **Information Technology Act, 2000:** The legal framework that provides for the validity of electronic signatures and records.

IV. SCOPE:

This policy applies to:

- All physical contract notes issued to clients.
- Designated signatories authorized to apply facsimile signatures.

V. AUTHORIZATION & APPROVAL:

Define individuals (e.g., designated partners, directors, or compliance officers) permitted to have their scanned signatures for use. These must be approved:

- Via Board Resolution (for corporates), or
- By Partners/Proprietor (for partnerships/sole proprietorships).

VI. CONTROLS & PROCEDURES:

- **Authenticity and Integrity:** The facsimile signature shall be a replica of the original manual signature of the authorized signatory. The (Name of the Broker) shall maintain a record of the original signature and the date from which the facsimile is in use. This ensures that the signature on the contract note is a verifiable representation of the authorized signatory's endorsement.
- **Responsibility and Liability:** The director or compliance officer whose signature is used in facsimile form shall be solely responsible for the authenticity and content of the contract notes. The use of a facsimile signature does not in any way diminish the legal liability of the signatory or the (Name of the Broker).
- **Audit Trail:** A robust audit trail will be maintained for all contract notes generated. This includes the date and time of generation, the details of the trades, and the identity of the authorized signatory. This audit trail is crucial for internal checks and regulatory scrutiny.
- **Client Consent:** While the use of a facsimile signature is a standard practice, clients have the right to request a physically signed contract note. If a client explicitly requests a physical copy with a wet signature, the (Name of the Broker) will provide it within a reasonable timeframe.

VII. LIABILITY:

Any contract notes bearing a facsimile signature shall be deemed to be signed by the authorized signatory, regardless of misuse. The ultimate liability for authenticity lies with the broker.

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VIII. CLARIFICATION/INFORMATION:

In case of any clarification/information required on the implementation of the Policy, please contact the Compliance Officer on Email - swaroop.panakkada@1fcode.com, Tel No. **9029075122**.

IX. REVIEW:

The said policy shall be reviewed by the Board of the Directors on a yearly basis or as and when any update comes change in the Relevant Regulation/Circular comes or any change in the **Upmove Financial Technologies Services 's internal control or Structure**.

The Compliance officer has the authority to give directions to undertake additions, changes, and modifications, etc. to this Policy, and the same shall be effective per the authority of the Compliance Officer and thereafter be ratified by the Board of the Directors at its next review.

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