

## **Facsimile Policy**

### **Reference:**

NSE Circular no. NSE/INSP/32524 June 06, 2016 and BSE Circular no. 20160607-04 June 07, 2016.

### **Definition:**

Facsimile Signature: Scanned Signature of authorized person in physical documents instead of actual signature of the person while maintaining the validity of the document.

Authorised Person: Means compliance officer, Directors or any other official authorised by Board.

PCS Securities Ltd (herein after referred as PCS) has substantial number of active clients and many of them have opted to physical contract note. Therefore the board in its meeting dated 27<sup>th</sup> Aug, 2016 has approved the use facsimile signature of authorized person on physical contract notes.

Facsimile Signature of the authorized person to be collected and securely stored in accordance to the approval of the board.

Facsimile Signature to be securely incorporated in our back office software used for printing of physical contract notes.

In case, an authorized signatory whose facsimile signature was being used no longer holds that position or is no longer authorized by the Board, then the use of his/her facsimile signature shall not be continued from the date when the person ceases to hold the office or authorization has been revoked by the board.

Control for use of facsimile: In addition to the Internal Control Policy, the following steps to be undertaken for secure and appropriate use of facsimile

- a. Facsimile Signature of only authorized persons to be used.
- b. Facsimile Signature to be used only in physical contract notes.

- c. Facsimile Signature to be printed on physical contract notes, while or after the printing of the contents of the physical contract note. Facsimile Signature should not be printed on blank physical contract.
- d. Facsimile Signature should be securely stored and maintained only with designated person. Under no circumstances the same shall be made available or distributed to any person other than the designated person.
- e. Facsimile Signature to be securely stored in such way that it cannot be tampered or altered.
- f. Any modification of facsimile signature to be carried out only after written approval from the authorized person and Board.
- g. If any official or group of official is found to be misusing, tampering or involved in any other misconduct as determined by the Board w.r.t facsimile signature. They will be liable for disciplinary action as determined by the Board.