

# Policy on Facsimile (Scanned) Signature on Physical Contract Notes

## 1. Background

Focus Stock Brokers Limited is registered with the Securities and Exchange Board of India (SEBI) as:

1. Stock Broker (SEBI Registration Number INZ000288836)
2. Depository Participant (SEBI Registration Number IN-DP-701-2022)

In compliance with:

- BSE Notice No. 20160607-4 dated 7th June, 2016, and
- NSE Circular No. 280/2016 dated 6th June, 2016,

Focus Stock Brokers Limited has adopted this Policy on the use of Facsimile (Scanned) Signatures on Physical Contract Notes issued in the capacity of a Stock Broker.

## 2. Policy

Focus Stock Brokers Limited will affix facsimile (scanned) signatures on physical contract notes issued to its clients. The following controls and procedures are in place regarding the use of facsimile/scanned signatures:

1. **Authorized Signatories:**  
Mr. **Siddhant Mantry** Directors of Focus Stock Brokers Limited, are hereby authorized to affix their facsimile (scanned) signatures on Contract Notes and other documents issued by the company to its clients.
2. **Procedure and Controls:**
  - The signature(s) shall be scanned and uploaded into the back-office systems/software.
  - The signature(s) will be affixed only on documents generated by the Back Office Software.
  - In case of a change in authorized signatories, the signatures will be replaced after due Board approval.
3. **Revocation of Authorization:** If Mr. Siddhant Mantry Directors no longer holds the position of Director or if their authority is revoked, the use of their facsimile (scanned) signature must cease immediately.
4. **Liability:** The contract note issued with facsimile/scanned signatures shall be deemed to have been signed by the authorized signatory. Any misuse of facsimile/scanned signatures will not affect the validity of the contract note, and the ultimate responsibility to prove the genuineness shall rest with Focus Stock Brokers Limited.

## 3. Review of the Policy

The Board of Directors of Focus Stock Brokers Limited shall review this policy on an annual basis.

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**Sd/-**

**Siddhant Mantry**

Director

Focus Stock Brokers Limited