

POLICY CUM ADDENDUM**PRE-FUNDED INSTRUMENTS/ ELECTRONIC FUND TRANSFERS**

This has reference to SEBI Circular No. CIR/MIRSD/03/2011 Dtd.9th June, 2011 with respect to receiving of Funds form the Clients through Pre-funded instruments/EFT viz. Pay Orders, Demand Drafts, Banker's Cheque, Etc.

With Due respect to SEBI's Circular, it has been decided by the management to discourage accepting this type of instruments form the respected Clients barring exceptional cases. This is all because to protect the integrity of the market thereby avoiding clients to pour in third party funds as well as unidentified money. In short, we discourage anti laundering of funds.

On the contrary, if at all, in exceptional cases, we have to accept such type of instruments from the clients, then, utmost and specific care is being taken upon to ensure that, all the conditions are fulfilled as stated in SEBI's above referred Circular. Those conditions required to be fulfilled are described below:

1. Bank certificate showing name of the account holder along with the bank account number debited for the purpose of issuing instrument.
2. Copy of the Bank requisition slip (portion which is retained bank) submitted by client to issue the instrument duly certified by the Bank.
3. Copy of the Bank Passbook/Statement of the particular account debited for the purpose duly certified by the Bank.
4. Authentication of the Bank account number debited and name of the account holder by the issuing bank on the reverse of the instrument.
5. Maintain an audit trail of the funds received thru EFT to ensure that the funds are received from their own clients only.

Policy Reviewed and Authorised by Mr. Pradip Sandhir (Director).

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