



Policy for FASCIMILE SIGNATURE

Maitra Commodities Pvt Ltd

SEBI Reg No: INZ000074139

MCX Trading Member ID- 55060

NSE Trading Member ID – 90175

Objective:

The objective of this policy is to facilitate issue of Physical Contract Notes duly affixed by Facsimile / Scanned signature on the Physical Contract Note.

The Company is bound to send the Contract Notes in the prescribed format as per the scheduled time prescribed by the regulators from time to time to all the clients who had traded, the said contract note can be issued either in Physical Form or in Electronic Form.

The Exchange(s) have clarified that Physical Contract Notes can also be issued by duly affixing the Facsimile / Scanned signature after ensuring Adequate Controls and Procedures.

Policy:

The persons who are authorized by the Board of Directors, Only should attest the signature by Facsimile / Scanned Signature on the Physical Contract Note.

In case any of the Authorized Signatories(s) quit from the organization or replaced, the same should be brought to the notice of the Board of Directors and New Authorized signatories(s) shall be appointed by the Board. In such case, where the Authorized Signatories(s) quit from the organization or replaced, their signature shall not be permitted on the Contract notes under any circumstances beyond the date from which the person ceases to hold the position or office.

In case for any technical reason the Facsimile / Scanned signature is non Functional, the Physical Contract Notes should be signed by the Authorized signatories manually.

This Policy for Facsimile / Scanned signature on the Physical Contract Note presented before the Board of Directors for approval on the Monday, 10th of July, 2023.

Board of Directors Approval:

We have approved this policy which was prepared to facilitate issue of Physical Contract Notes to clients duly affixed by Facsimile / Scanned signature on the Physical Contract Note.

Review of Policy

Policy will be reviewed by the senior management officials on regular basis. The policy will be reviewed on yearly basis and/or earlier whenever there is a change in the authorized signatories.

Policy Approval Date 11th July 2024

Next Policy Review Date : 10th July 2025

Date: 10th July 2024

Place: Chennai.