

Neon Vinimay Private Limited

POLICY REGARDING THE USE OF FACSIMILE SCANNED SIGNATURES FOR PHYSICAL CONTRACT NOTES

Circular: - Ref.

Policy created by	Compliance Team
Policy reviewed by	Compliance Officer
Policy reviewed on	31/12/2024
Policy Approved by	Board of Directors
Policy approved on	02/01/2025

Version - 1.0



The Company will affix facsimile/ scanned signatures on the physical contract notes issued to its clients. The following controls and procedures are being put in place regarding the use of facsimile/ scanned signature:

- Mr. Jatesh Jain Designated Director is hereby authorised to affix his facsimile/ scanned signatures in the Contract Notes and other documents issued to its clients.
- The procedure/ controls for the same is as under;
 - The signature shall be scanned and uploaded into the back office systems/software
 - The signature would be affixed only on documents generated by the Back Office Software c. In case of change of authorized signatories, the signatures would be replaced after due Board Approval
- In case Mr. Rakesh Jain no longer holds the position of Director of the company, then the use of his signature should not be continued afterwards under any circumstances.

The contract note issued with facsimile/scanned signature shall be deemed to have been signed by the authorized signatory not withstanding any misuse of facsimile/scanned signature and the ultimate responsibility to prove its genuineness shall rest with.

Neon Vinimay Pvt Ltd

For NEON VINIMAY PVT. LTD.



DIRECTOR

Jatesh Jain

Designated Director