



POLICY OF FACSIMILE (SCANNED) SIGNATURE ON PHYSICAL CONTRACT NOTES

(Version 1.0 dated 16.02.2026)

INTRODUCTION:

This policy outlines the procedures and conditions for using facsimile or scanned signatures on physical contract notes, in accordance with the circulars and directives issued by the Securities and Exchange Board of India (SEBI) and various stock exchanges. GEPL through this policy adopts the facsimile signature on physical contract notes.

OBJECTIVE:

The objective of this policy is to ensure the authenticity and integrity of contract notes delivered to clients, this policy is applicable to all contract notes issued to all clients.

REGULATORY FRAMEWORK:

This Policy is framed in alignment with the following key regulatory provisions:

- **SEBI Circulars:** In particular, the circulars that permit the use of scanned or digital signatures on contract notes, provided certain conditions are met. These circulars recognize the need for electronic delivery while maintaining the validity of the document.
- **Exchange Bye-Laws:** The rules and regulations of exchanges like NSE, BSE, which specify the format and content of contract notes.
- **Information Technology Act, 2000:** The legal framework that provides for the validity of electronic signatures and records.

SCOPE:

This policy applies to:

- All physical contract notes issued to clients.
- Designated signatories authorized to apply facsimile signatures.

AUTHORIZATION & APPROVAL:

Mr. Sunny Rane, authorised signatory via board resolution shall affix the Digital Signature or Facsimile signature of all contract notes.

CONTROLS & PROCEDURES:

Authenticity and Integrity: The facsimile signature shall be a replica of the original manual signature of the authorized signatory. GEPL shall maintain a record of the original signature and the date from which the facsimile is in use. This ensures that the signature on the contract note is a verifiable representation of the authorized signatory's endorsement.

RESPONSIBILITY AND LIABILITY

The Authorised signatory whose signature is used in facsimile form shall be solely responsible for the authenticity and content of the contract notes. The use of a facsimile signature does not in any way diminish the legal liability of the signatory or the GEPL.

In case any of the Authorized Signatories quit from the organization or replaced, the same should be brought to the notice of the Board of Directors and New Authorized signatories shall be appointed by the Board.

In such case, where the Authorized Signatories 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.

AUDIT TRAIL

GEPL shall maintain a robust audit trail for all contract notes generated. This includes the date and time of generation, the details of the trades, and the identity

of the authorized signatory. This audit trail is crucial for internal checks and regulatory scrutiny.

CLIENT CONSENT

While the use of a facsimile signature is a standard practice, clients have the right to request a physically signed contract note. If a client explicitly requests a physical copy with a wet signature, GEPL shall provide it within a reasonable timeframe.

LIABILITY

Any contract notes bearing a facsimile signature shall be deemed to be signed by the authorized signatory, regardless of misuse. The ultimate liability for authenticity lies with GEPL.

CLARIFICATION/INFORMATION

In case of any clarification/information required on the implementation of the Policy, please contact the Compliance Officer on Email-complianceofficer@geplcapital.com , Tel No. 022 66182400.

REVIEW

The said policy shall be reviewed by the Board of the Directors on a yearly basis or as and when any update comes change in the Relevant Regulation/Circular comes or any change in the GEPL's internal control or Structure.

The Compliance officer has the authority to give directions to undertake additions, changes, and modifications, etc. to this Policy, and the same shall be effective per the authority of the Compliance Officer and thereafter be ratified by the Board of the Directors at its next review.

Last reviewed on 16.02.2026 by the board of directors.