

NVS Brokerage Private Limited

Policy for acceptance of Pre – Funded Instruments

Pre-funded Instrument means Demand Draft, Pay Orders, Fund Transfer through Internet, RTGS, etc.

This Policy covers such Pre – funded Instruments of Amount Exceeding Rs. 50,000/- Per Client per Day. Demand Draft and Pay order should not be prepared on behalf of clients.

Demand Draft and Pay order of amount exceeding Rs. 50000/- should not be accepted. Payment in the form of Demand Draft and Pay order should be accepted in exceptional cases and within the above specified limits. The Prefunded Instruments must be accepted only in following special circumstances;

- Bank Holidays.
- Client having account in other Banks or in Co-operative bank.
- To Meet Immediate Margin/Settlement Shortfall.
- To take Fresh Position.
- Client's bank or City do not have clearing facility/branch.
- Such Acceptance is approved by SEBI/Exchange Norms.
- Default Client.

If the Company has to accept demand draft, Pay order or ECS for amount exceeding Rs. 50000/- following proof shall be taken on record after taking approval of directors/Compliance Officer.

- i. Certificate from the issuing bank on its letterhead or on a plain paper with the seal of the issuing bank.
- ii. Certified copy of the requisition slip portion which is retained by the bank) to issue the instrument.
- iii. Certified copy of the passbook/bank statement for the account debited to issue the instrument.
- iv. Authentication of the bank account-number debited and name of the account holder by the issuing bank on the reverse of the instrument.

Maintain an audit trail of the funds received through electronic fund transfers to ensure that the funds are received from their clients only.

The accounts staff at XXXXXXXXX is responsible for ensuring the compliance and would maintain the relevant documentary evidence for the same which would be produced before the regulatory authorities whenever required.

The compliance officer would periodically review this policy and would ensure its compliance along with the accounts department.

The Prefunded Instruments must be accepted only in cases mentioned above and not otherwise.