

### **Policy regarding Prefunding Instrument/Direct deposit of Cheques by clients:-**

(As per **SEBI Circular No.CIR/MIRSD/03/2011 dated June 9, 2011**)

In case of direct deposit of cheque by client/Branch in the bank, the following will be required before giving credit to the client.

(A) The Prefunded Instruments must be accepted only in following special circumstances:

- (a) If there are Bank Holidays on the following day.
- (b) If the client does not have an account in the bank in which the company has accounts.
- (c) If the client wants to create a position immediately and has no other way of funds.
- (d) If the Bank account of the client is in a cooperative bank, which may take cheque to be cleared.
- (e) If the company Bank accounts clearing branch is not available in the city/village client has his bank account.
- (f) Approval for acceptance must be taken by either of the executive

Directors or the Managing Director and only then credit should be given. It is the duty of the compliance officer to ensure that no Pay Order, Demand Draft, Banker's cheque should be accepted in the organization if the above mentioned criteria is not fulfilled. The compliance officer will also maintain an audit trail of the funds received through electronic fund transfers to ensure that the funds are received from their clients only.

(B) Policy regarding Direct deposit of Cheques by clients:-

- (a) Scanned copy of cheque showing the same bank account number as per record of Farsight, or
- (b) Copy of the bank statement where cheque has been debited, with the same bank account number, or
- (c) Mail from the client from designated mail Id of client confirming the amount, cheque number and bank, or
- (d) Letter from the client duly counter signed by the BM/Franchisee providing details of amount, cheque number and bank.