



# **J. L. SHAH SECURITIES PVT. LTD.**

CIN NO – U67120MH19997PTC109555

MEMBER: BOMBAY STOCK EXCHANGE LTD., NATIONAL STOCK EXCHANGE OF INDIA LTD. (SEBI REG NO. INZ000199739)

MEMBER: CENTRAL DEPOSITORY SERVICES (INDIA) LTD. (SEBI REGN. NO. IN-DP-CDSL-467-2008)



## **Policy on Pre-Funded Instruments / Electronic Fund Transfers**

The objective of the policy is to prevent acceptance of third party funds and to prescribe the process to deal with instruments issued by third party when received. As a part of our internal control policy we are strictly restricting Demand Drafts/Pay Orders/Banker's Cheques for the receipt of funds from the clients to avoid third party pay-in to client accounts.

While receiving funds from the clients against their obligation through pre-funded instruments, such as, Pay Order, Demand Draft, Banker's cheque, etc., we ensure to collect statement of the bank account debited for the purpose, duly certified by the issuing bank where the pre-funded instrument value is equal to or more than Rs.50000/- , per day per client. The mode of certification could be as follows;

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

Only the Executive Director or Managing Director can give the approval for acceptance Pre-funded Instruments and only then credit is to be given.

**Regd. Off.: Unit No 510, Hubtown Solaris, N.S. Phadke Marg, Andheri (E), Mumbai-400069**

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