

POLICY ON PRE FUNDED INSTRUMENT & ELECTRONIC FUND TRANSFER

As per our policy, we do not accept Pay order/ demand draft/ Banker's cheques, etc. However we follow following guidelines with respect to electronic funds receipt and acceptance of pre funded instrument only in exceptional circumstances like when we have presumption of client default, etc

Electronic funds receipt:

- We verify the payment received from the client electronically as whether funds were received from the designated bank mapped in our record. If yes then give the credit, else keep it in suspense account and ask the client for supporting documents.
- After getting satisfactory documents which prove that the received funds has been given from client's own bank which is mapped in our data base, give the credit of the same to the client account.
- If client has made payment from his own bank account which is not mapped in our data base, ask to client for written request with bank account supporting documents for mapping of additional new bank details in client master data base. After receipt of required documents, client's new bank details should be mapped and credit given to client account.
- If client fail to prove funds has been given from his own bank account, such funds are refunded back to the same bank account.

Pre Funded Instrument:

If the aggregate value of pre-funded instruments is Rs 50,000/- or more, per day per client, we may accept the instruments only if the same are accompanied by the name of the bank account holder and number of the bank account debited for the

purpose, duly certified by the issuing bank. The mode of certification may include the following:

- 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 issuing bank on the reverse of the instrument.

Note: We maintain an audit trail of the funds received through electronic fund transfers to ensure that the funds were received from the clients only.