



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

With reference to NSE Circular No. NSE/INSP/2011/118 dated June 9, 2011 on the drafted policy on Pre-funded Instrument/ Electronic Fund Transfer which has been approved by Board/ Management/ key Personnel's are given hereunder:

- ✓ The company instructs its office bearers to check properly the instrument received from clients before depositing the same into bank.
- ✓ If on checking, the instrument is identified as Pay Order/ DD, then a suitable reason/ classification is required to be obtained from the client.
- ✓ The details of the instrument must be tallied with the detail provided by the clients in KYC before entering into back office software.
- ✓ In case of mismatch is identified, it should be reported to department head/ management/ key personnel's for taking appropriate action.
- ✓ Clients who make the payment through pre-fund instrument will be advised to avoid it or not to use this route by educating them the Exchange and PMLA rules & byelaws in this regard.
- ✓ Payment received through Electronic Fund Transfer have to be properly check with the detail available in bank statement like payee account no, payee name etc. and in case of non – availability of the detail in bank statement then it will be asked from the client to confirm the payment detail through e-mail or SMS.
- ✓ In addition to above circulars, issued by Exchange from time to time has to be followed for proper compliance on this matter.

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GREENBUCKS SECURITIES PRIVATE LIMITED

Main Office : S - 193, School Block, Shakarpur, Delhi 110 092

Tel.: +91 (11) 4320 4000 | Fax: +91 (11) 4320 4021

Corp. Office : B - 161, Lok Vihar, Pitampura, Delhi 110 034

Tel.: +91 (11) 4041 4141 | Fax: +91 (11) 4041 4199

[www.greenbucksonline.com](http://www.greenbucksonline.com)