SIGNATURE IN DOCUMENTS POLICY

It is hereby adopted by **VRIDHI CAPITAL & FINANCE PRIVATE LIMITED** ("the Company") that all documents relating to client transactions and client account activities, including but not limited to Contract Notes, Margin Statements, Quarterly Statements, Account Settlement Statements, Statements of Account and other transaction-related documents, shall ordinarily be issued and delivered to clients in electronic form through the Company's approved communication channels, systems, or platforms, unless the client specifically requests physical copies or physical delivery is otherwise required under applicable laws, regulations, or regulatory directions.

All client-related documents requiring signature, authentication, or authorization shall be digitally signed only by the duly **Authorized Signatories of the Company**. The Company shall ensure that the Digital Signature Certificates used for such purposes are valid, secure, and used only by the respective authorized personnel. Digital signing credentials shall be kept confidential and shall not be shared, transferred, or made accessible to any unauthorized person. Appropriate internal controls shall be maintained to ensure that documents are duly reviewed and authorized prior to digital signing and issuance.

The Company shall not use any **facsimile, scanned, photocopied, image-based, or otherwise reproduced signature** of an Authorized Signatory on Contract Notes or any other client-related document where a signature or authentication is required. All such documents shall be authenticated through an appropriate and valid digital signature in accordance with applicable regulatory requirements and the Company's internal authorization procedures.

The Company shall ensure the integrity, authenticity, confidentiality, and traceability of digitally signed documents and shall take reasonable measures to prevent unauthorized alteration, modification, misuse, or reproduction of such documents after signing. Any revised or corrected document, wherever required, shall be processed through the prescribed internal authorization procedure and shall be duly authenticated before being issued to the client.

All digitally signed client documents and related records shall be securely maintained and preserved by the Company in accordance with applicable statutory, regulatory, and internal record-retention requirements. The Company shall ensure that such records remain readily retrievable and can be produced before the relevant regulatory, statutory, or other competent authorities whenever required.

This Policy shall be applicable to all concerned departments, employees, officials, and Authorized Signatories involved in the preparation, verification, approval, signing, issuance, and maintenance of client-related documents. The Policy shall be reviewed periodically and amended whenever necessary to remain aligned with applicable regulatory requirements, technological developments, and the Company's internal control framework.

Last Reviewed on	Reviewed By	Approved By
02-04-2026	Compliance Officer	Management