

## **POLICY FOR PRE-FUNDED INSTRUMENTS**

1. The firm will primarily accept funds from the clients by account payee cheque only.
2. If the client wants to pay any fund by demand draft/pay order, then he must give a duly signed declaration form that the demand draft/pay order has been made out of his own funds.
3. If the client wants to pay any fund by demand draft/pay order for Rs. 50000 or more, then he shall get a declaration/certificate from the bank that the demand draft/pay order has been made by the respective bank.
4. In case of electronic funds transfers like RTGS/NEFT , the clients may also submit the screenshot from the bank's website clearly indicating the bank details to identify the source from where the funds are transferred.
5. The payment of fund through demand draft/pay order will only be considered when the demand draft/pay order will be realized.
6. Documentary Evidence in support of issuance of pre funded instrument from the bank account of the client which may include:
  - 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

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