



# VNS FINANCE

**VNS FINANCE & CAPITAL SERVICES LTD.**  
401/402, Mangalya Building,  
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U67120UP1995PLC018225

## **Policy for Pre-funded Instrument/ Electronic Fund Transfer**

**(Ref: SEBI circular no. CIR/MIRSD/03/2011 dated June 09, 2011)**

A) In case of acceptance of pre-funded instruments of Rs.50,000/- or more, per day per client, such as, Pay Order, Demand Draft, and Banker's Cheque etc shall be accompanied by Bank's Certification (specimen format is enclosed).

The mode of certification shall be as follows:

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

B) In case of Electronic fund transfer/ NEFT/ RTGS of Rs.50,000/- or more the Sub brokers/ Authorized Persons and Clients shall provide us certificate from the transferee Bank giving details of the Bank Account in which fund has been transmitted. In case of Sub broker/ Authorized Person/ Client do not furnish required documents; the funds will not be re-debited to the account of sub broker/ Authorized Person/ Client.

The Sub-broker /Authorized Person/ Client may e-mail the scanned copy of the Bank Certificate for fast credit of the amount and send the original certificate later by post or courier.

Request all to appraise the credit accordingly and expect customary cooperation from all Sub-brokers/ Authorized Persons and Clients.



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On Bank's Letter Head  
**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that Mr. /Mrs. / Ms. \_\_\_\_\_ is having a bank account (A/c. No. \_\_\_\_\_) with us and the Demand Draft/ Pay Order/ Banker's Cheque/ Electronic Fund Transfer/ RTGS/ NEFT (DD No. Pay Order No./ NEFT/RTGS/EFT/ECS Ref No. \_\_\_\_\_) for Rs. \_\_\_\_\_ is issued/ transmitted from this account.

Date:

Place:

Name of the Official

Designation:

Bank Seal: