



## NOTICES

Notice No.	20220907-17	Notice Date	07 Sep 2022
Category	Circulars Listed Companies	Segment	Equity
Subject	Guidance Note on use of digital signature certificate for announcements submitted by listed companies		
Attachments	<a href="#">20220801-24.pdf</a> ;		
Content			

The Company Secretary

All Listed Companies

Dear Sir/ Madam,

The Exchange vide its circular No. 20220801-24 dated August 01, 2022, titled "*Use of digital signature certificate for announcements submitted by listed companies*" had informed the listed companies regarding application of digital signature certification for authentication of documents / filings made by listed companies to Stock Exchange(s).

Attached is a guidance note in-continuation of the aforesaid circular to have further clarity on use of digital signature certificate for announcements submitted by listed companies.

All the listed Companies are advised to comply with the requirement of listing regulations and other applicable regulations as amended from time to time. The guidance note can be used only for benchmarking reporting procedures and for reference purpose.

Ashok Kumar Singh  
DGM-Listing Compliance

Shyam Bhagirath  
Manager-Listing Compliance

September 7, 2022

Encl: BSE Circular No. 20220801-24 dated August 01, 2022

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**Guidance Note**

**The note is presented in a Q&A format for better understanding.**

Abbreviations used:

Digital Signature Certificate	DSC
Bombay Stock Exchange Limited	BSE
BSE Circular 20220801-24 dated August 01, 2022	BSE Circular/ Circular
BSE Circular 20220801-24 dated August 01, 2022, BSE Circular LIST/COMP/22/2017-18 dated January 16, 2018	BSE Circulars
SEBI (Listing Obligations and Disclosure Requirements), 2015	LODR

**Q: What is the applicability of the BSE Circular?**

A: The Circular is applicable to all listed entities on BSE.

**Q: Which all filings/ submissions are covered in the BSE Circular**

A: Presently, listed companies shall submit all corporate announcements using DSC in compliance with the BSE Circular except for the following mentioned in the Circular:

- Outcome of Board meeting which includes only financial result;
- Any disclosure in which document(s) issued by entity/ies other than listed company is/are included (For e.g., Auditors certificate, NCLT / other court's order, Credit Rating, Resignation letter copy of a director, etc.);
- Newspaper Advertisement; and
- Any other disclosure(s) as specified by Stock Exchanges from time to time

**Q: What are the examples of non-admissible signatures under the BSE Circular?**

A: Non-admissible signatures include but are not limited to physical signature, image pasted of signature, signature in Sd/- format, copy pasted signature, etc.

**Q: Whether filing a scanned document/ disclosure be considered as compliance?**

A: Listed companies may file scanned documents/ disclosures in compliance with BSE Circular LIST/COMP/22/2017-18 dated January 16, 2018, weblink:

<https://www.bseindia.com/corporates/Displaydata.aspx?Id=51A626D8-C10E-42A2-BFA3-AB28119ECB8F&Page=cir> (appended to the note also, available on BSE website) wherein listed companies are required to submit all corporate announcements (full set of documents) in machine readable and searchable form. Secondly, such document/ disclosure shall be authenticated using a DSC.

**Q: How to confirm if a pdf is machine readable before filing?**

A: A machine-readable format is when the document/ disclosure is fully searchable. If the documents are scanned then the images of typed, handwritten or printed text shall be converted to machine-encoded text (optical character recognition).

**Q: Whether listed companies can submit scanned documents/ disclosures post affixing DSC?**

A: No, the documents/ disclosures submitted to the Stock Exchange(s) shall be in machine readable format having a detectable DSC.

**Q: What happens when a listed company submits a disclosure in contravention to the aforementioned BSE Circulars?**

A: Disclosure(s) submitted in contravention to the requirements of the BSE Circulars shall be treated as non-compliance and the listed entity shall re-submit the said announcement adhering to the aforementioned requirements on immediate basis.

Appropriate action may follow if the non-compliance is not rectified immediately.