

INACTIVE ACCOUNT POLICY

Scope:

To define procedures to ensure that no unauthorized trades are done in any INACTIVE client account.

Background & Definition:

Client Account would be treated as INACTIVE if there is no transaction (trade) in the account for 12 Calendar months from the last trade.

Checks & Balances:

Clients trading in F&O segments have to update their financial status by providing one of the below listed documents:

- Copy of ITR Acknowledgement
- Copy of Annual Accounts
- In case of salary income - Salary Slip, Copy of Form 16
- Net worth certificate
- Copy of demat account holding statement
- Bank account statement for last 6 months
- Any other relevant documents substantiating ownership of assets
- Self declaration with relevant supporting documents

Whenever there is request for trade in INACTIVE account, the client must specifically provide in writing either thru his registered Email ID or thru a Letter requesting to reactivate the INACTIVE account. The back office executive should also confirm from the Client of any changes in details provided by him in the interim – which should be supported by adequate duly attested documents and the same to be updated in the back office and UCC before the Client is allowed to trade.

Once the account is identified as INACTIVE, any Funds/Securities lying in our account will be returned to the client.