

## **POLICY ON INACTIVE CLIENT ACCOUNT**

### **Policy for inactive Clients**

Client account will be considered as inactive if the client does not trade for a period of One year. Calculation will be done at the beginning of every month and those clients who have not traded even a single time during the preceding year ending on the last day of previous month, will be considered as inactive, the shares/credit ledger balance if any will be transferred to the client within one week of identifying the client as inactive. The client has to make written request for reactivation of their account.

At the time of Reactivation, Client shall be required to submit following documents:

1. Letter for reactivation the trading account
2. CKYC Form along with self attested copies of supporting documents (If CKYC/KRA is Incomplete)
3. Proof of latest financial details\*

\* For financial details, any one of the below mentioned documents duly self attested is required

- a) Bank account Statement for last 6 months
- b) Copy of Demat account holding statement Not more than 3 months
- c) Salary Slip Latest one month current FY
- d) Copy of Form 16 (incase of salary income) for last financial year
- e) Copy of ITR Acknowledgement for last financial year
- f) Net worth certificate Latest or at the end of last FY
- g) Any other relevant document substantiating ownership of assets (please mention here)