

## POLICY OF TREATING DORMANT ACCOUNTS :

Time frame for treating a account as dormant is six months.

If a registered client does not trade for a gap of 6 months, the account becomes a dormant account by default and the below mentioned procedures have to be adhered to get the dormant account activated :

- a) Client is requested to come to the branch in person with latest proof of residential address, bank account and demat account (FRR demat account to be ignored – status to be confirmed with DP department).
- b) Confirm the status of the KYC – obtain all addendums as per amendments to KYCs, if any after the initial documents executed by the client.
- c) Check if there are any outstanding dues in the account of the client for trading and demat.
- d) Check if any securities are lying in beneficiary account
- e) Obtain the dormant account activation letter from the client.
- f) Send all documents to HO for activation of the account.

H O to confirm the activation upon receipt of the documents in one working day.