



Member : BSE, NSE, NSE F & O & CDSIL

**We follow the following Procedure for Closure of Client accounts/ Dormant accounts**

All dormant accounts (inactive for six months and more) are made inactive in our system. Hence it is not possible to execute a transaction in dormant accounts. However, a client can re-activate his/her/its dormant account by giving us requested to the Head Office/ branch in person with latest proof of residential address, bank account and demat account if any changes (SCSPL demat account to be ignored – status to be confirmed with DP department).

1. As a company policy, clients account once opened are not closed, although the client may not trade at all over a long period of time. If client gives Closer Letter it is closed.
2. With reference to accounts which have been not traded for more than Six Months, wish to trade at any future date then, the time they want input an order, an enquiry is made about their non trading in the share market. Only on receipt of a satisfactory reply, then further actions for execution of transaction are carried out.
3. In case of clients who have not traded for more than two years, the time they call up execution of any trade then enquiry is made about their non activeness in the share market. Additionally, their updated financial information is also enquired & called for. Only after they have given the updated financials and after the directors feel comfortable for their trading, only then further actions for execution of transaction are carried out.

Last review dated : 29<sup>th</sup> November, 2019

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