

## Dormant Account Trading Policy

### **A) Definition of Dormant Account & Limitations/Restrictions on such Account:**

An account (irrespective whether having debit or credit balance) shall be classified as dormant account in case there are no transactions (Buy or Sell) for a period in excess of 6 Months from the last transaction date in NSE/ BSE/ NSE-F&O/BSE-F&O/ NSE-CD/ MCX-SX / MCX / NCDEX (Exchange wise dormancy would be considered)

### **The following limitation / restriction shall apply to a dormant account unless the same is Re-activated:**

- Trading Account shall be frozen for further transaction in all segments of that particular exchange where client is flagged as dormant.

### **B) Identification & suspension**

The process of identifying the dormant accounts based on the above mentioned criteria shall run on fortnight basis on last day of month.

Accounts identified as dormant shall be flagged as dormant in the trading system, internal software.

Intimation to the client in the form of an email shall be sent to the client informing that the client account has been inactivated due to the dormancy.

### **C) Re-activation of Dormant Accounts:**

A dormant account can be re-activated when the client submits the **REACTIVATION UNDERTAKING FORM** duly signed to Head office Account Opening Department with all supporting documents and after due verification by the company the account shall be re-activated.

In case Client is committing to branch to give document in 1-2 days then as exception RMS team is unblocking code in trading terminal and weekly tracking is there to find cases.

### **D) Return of Assets:**

Dormant Client surplus assets will be returned to client on request basis

### **Process & Procedure:**

- As per the above Policy all the Dormant Account Identified will be blocked for trading in all the segment of Dormant Exchange on fortnight basis.
- For Unblocking of Dormant Account branch / Franchisee has to mail scan copy of required documents to AOT team for requesting to unblock the Dormant Account. RMS activating after AOT confirmation.

- Hard copy of all the required documents for reactivation should be sent to AOT at Jodhpur Office. After verifying the entire documents dormant account will be reactivated in the WEBRMS as well as on OMNESYS.
- To reactivate these client codes, Branch and franchisee will have check whether client details are registered with CVLKRA.com as per below path : In case client is registered at CVLKRA then only dormant activation undertaking to be sent to Jodhpur office.

www.cvlkra.com>>>> KYC Inquiry >>>> enter pan no of client and enter Captch code displayed on the screen. If found status - verified by CVL KRA.

- In case client is not registered at CVLKRA site then client will have to give KYC , undertaking , address Proof and PAN CARD. All these formats are available at Intra.rathi.com.
- For Corporate/ Partnership firm/LLP etc, need to submit below detail also along with KYC & reactivation form
  1. Latest Balance
  2. Share Holding Pattern,
  3. Directors List/ change in Partners
  4. Address Proof
- There is no need of KYC in Commodity segment for reactivation but for corporate, require Reactivation form along with above detail/ for individual require only reactivation form.

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