



## **Policy for treatment of Dormant Accounts**

The following accounts shall be categorized as Dormant Accounts:

### **I. Trading account**

A Trading account in which no transaction has been carried out for a period of more than 1 Year (12 calendar months) (365 Days) shall be classified as a Dormant Account.

### **II. Demat accounts**

A Demat account having no debit transactions in the last 12 (Twelve) calendar months shall be classified as Dormant account.

The Terms "Dormant" and "Inactive" shall be used interchangeably.

## **TREATMENT OF DORMANT ACCOUNTS**

### **Transactions in Dormant Trading Accounts**

In case of dormant trading accounts in which no transaction has been placed during the last 12 (Twelve) months, the account of the client shall be suspended and the client shall not be permitted to execute a fresh transaction in the account unless the client provides either of the following:

A written request in hard copy to reactivate the account and process the transaction duly signed by Client and submitted to Atishay Stock Broking Private Limited along with the latest bank statements.

The Compliance Team shall take the necessary measures as formulated in this policy to reactivate the Dormant clients.

### **Debit Transactions in Dormant Demat Accounts:**

Debit transactions shall be permitted in dormant demat accounts only on completion of the following procedure:

The physical DIS received for transaction in a dormant account shall in addition to the normal verification process also be verified by another employee (additional check)

- Independent confirmation shall be obtained from the client before processing of the DIS.
- Dormant Client should be activated after completing the further RE-KYC done
- The Employee verifying such transaction with the Client shall record the details of the process, date, time etc. of verification on the Instruction Slip under his signature.

## **MONITORING OF TRANSACTIONS**

- Evaluation for dormant account will be done on a daily basis for Demat Accounts and Trading accounts.
- - Sudden activity in dormant accounts in large volume shall be viewed as a suspicious transaction and report will be generated.
- Such reports shall be reviewed by the Authorized Official.
- Transactions found to be suspicious shall immediately be reported to the Risk Management and Compliance Department.

## **OTHERS**

**Return of Assets:** The Balances lying in the Dormant Trading accounts shall be returned to the client at the time of the calendar quarterly/monthly settlement. In the event the client wishes to receive the funds/securities from such Trading account before the calendar quarterly/monthly settlement, the Client shall make a request in writing which shall be submitted to Atishay Stock Broking Private Limited. (Head Office). The funds/securities from such Trading account shall be returned within 7 days from receipt of the request.