# <u>Policy regarding Treatment of Inactive Accounts</u>

**Policy to Transfer the Status to Inactive Account**

1. Where no transaction has taken place in client's account during last one year from the date of last transaction.

2. The client wish to transfer his account to inactive status.

3. The client will be transferred to inactive status, if he is not contactable.

4. The client has not provided any additional documents required by SEBI or NSE as a part of KYC documents.

**Procedure to Re-activate the Account**

1. Email or Written request by client to reactive his account with latest KYC documents, clearing of dues, if any.