

Policy for inactive clients account

- Inactive client means client who is inactive during last 12 months immediately preceding the end of the previous month. However, in following cases, the client account shall not be considered as in-active:
 - a) Funds received from the client's registered bank account;
 - b) Any transactions in client's mapped demat account (excluding corporate actions)
 - c) Any trade/order placed by the client which remained unexecuted;
 - d) Any transactions in Mutual fund including SIP; and
 - e) Applied in IPO irrespective of allotment status
- A list of inactive clients shall be prepared from the back office software on the last day of every month and shall be submitted to the concerned department after confirmation with the management. The management will approve a final list of inactive clients.
- A copy of the list is also forwarded to dealers who operate our BOLT or NEAT terminals. The concerned department shall mark the client status as “inactive” or “dormant” in various front office software of CTCL and IML and back office accounting software.
- Re-activation:
 - a) If re-activation is within a period of 1 yeas, re-activation form can be accepted. Ensure that proper documentation is obtained for change in all basic details.
 - b) If re-activation is after a period of 1 year, obtain fresh KYC.
- If a client is in-active for more than 30 days, his funds will be settled immediately.
- In-case the client is in-active and not traceable for more than 12 months then his funds and securities shall be kept in a account earmarked for such in-active clients.

For Shree Tisai Consultant Pvt. Ltd.

Authorized Signatures