

## **ASIATIC STOCK & SECURITIES LIMITED ("ASIATIC")**

### **Policy regarding treatment of Dormant/Inactive Accounts**

**INACTIVE ACCOUNT:** Where no transaction has taken place in client's Trading Account during the last 3 months from the date of last transaction, then it will be considered as dormant account.

**CONSEQUENCES OF DORMANT ACCOUNT:** On a client being declared dormant,

- (1) The client's funds and security account shall be settled.
- (2) The account of the client shall be locked and the client shall not be permitted to execute fresh transactions in the account without his written request.

**CLIENT DECLARED DORMANT VOLUNTARILY:**

A client may write to ASIATIC stating that he wishes to transfer his account into "Dormant" Status, based on which the account will be marked as such.

**CLIENT DECLARED INACTIVE BY PASSAGE OF TIME:**

Any client who has not traded continually for a period of 5 years and has also not updated his account details for 5 continuous years will automatically be moved to "inactive" category.

**CLIENT DECLARED INACTIVE BY LAW:**

Any client will be moved to the "inactive" category if required by law.

**PROCEDURE TO ACTIVATE THE LOCKED CLIENT ACCOUNT:**

\_ An e-mail request to reactive the account and process the transaction. Such e-mail request shall be sent only from the e-mail id of the Client registered with ASIATIC; or

\_ A written request to reactive the account and process the transaction duly signed by Client and submitted to ASIATIC; or

\_ A telephonic request to reactive the account and process the transaction. Such telephonic request shall be at the specified number of ASIATIC for which voice recording is active.

Further the request shall be processed only after the client provides additional identification as required.

### **DEBIT TRANSACTION IN DORMANT DEMAT ACCOUNTS:**

The Demat accounts wherein no debit transaction had taken place for a continuous period of 6(six) months shall be flagged as Dormant/Inactive accounts. Additional due diligence would be observed over and above the normal verification procedure while processing any debit transactions in such accounts. The transaction shall also be verified with the BO in case of high value debits and the details of the process, date, time, etc., of the verification on the instruction slip shall be recorded under the signature of a Senior Official.

The above stated policy may vary depending on various rules, regulations and bye laws as may be prescribed by SEBI, exchanges or any other authority or as per Internal Policy of ASIATIC from time to time. This Policy for dormant accounts is liable to be changed as per the guidelines issued under the transaction monitoring in Dormant Account as per Anti Money Laundering Policy of the Company.