

## **Inactive/Dormant Account Policy**

### **1. Definition of Inactive Trading Accounts**

In case of trading account, the term inactive account refers to such account wherein no trades have been carried out since last 12 (Twelve) months across all Exchanges

### **2. Consequence of becoming Dormant/Inactive**

The account categorised as "inactive" will be flagged as inactive in the UCC database of the Exchanges.

### **3. Reactivation of Inactive client**

#### **3 (i) Reactivation before a period of 1 year of being flagged as inactive**

In case a client seeks re-activation before a period of 1 year of being flagged as inactive, client should ensure that the basic details of such client like Address, Mobile number, Email ID, Bank/DP account are updated in its records as well in the UCC records of the Exchange. For the purpose client has provide an undertaking this regard.

Further in case of any changes, necessary documents shall be provided along with modification request.

#### **(ii) Reactivation after a period of 1 year of being flagged as inactive**

The client is required to provide the fresh documentation, due diligence and also undergone through IPV. However, in case a client has undertaken transaction through the us, with respect to IPO/Mutual Fund subscription and DP operations (if the Member is a DP) during this period, the same will be considered and the requirement for fresh documentation, due diligence, and IPV may not be required.

Further, in the below mentioned conditions, requirement for undertaking an IPV shall not be required: -

- Where the KYC of the investor is completed using the Aadhaar authentication / verification of UIDAI.
- When the KYC form has been submitted online, documents have been provided through Digi locker or any other source which could be verified online.

### **4. Frequency for checking of inactive client's account status**

It has been decided by the management that status of client's accounts shall be checked on monthly basis.

**For Smart Equity Brokers Private Limited**

**Sd/-**

**Ashok Sharma**

**Compliance Officer**