JAINAM
Prosperity with Security

POLICY FOR INACTIVE CLIENTS

Objective:

The Objective of the Policy is to Deal with the Inactive/ Dormant Clients where Client have not traded for more than 12 Months.

This policy will define procedure and Criteria to be followed and handled to mark a client Inactive/ dormant and Process thereof.

Policy:

The client who does not have even single trade (buy /sell) since last 12 months will be marked and treated as "inactive/ Dormant client / account".

All the accounts marked as "INACTIVE/DORMANT"needs to be monitored carefully in order to avoid unauthorized transactions in the account. If the client wants to make the account "ACTIVE" after 12 continuous months or after providing the required documents supporting the financial status, the client needs to submit a request to reactivate his/her account.

In case there is any change in the information such as; address, mobile number, email id, bank/demat account, financial disclosure provided in KYC at the time of registration as client, the same has to be submitted along with the request.

After proper verification of the updated / revised details and approval from the concern ed KYC Officials and Departmental Head, the client account can be made "ACTIVE" and transaction can take place. The KYC team to inform the Surveillance/ RMS Team for active of the Inactive/ Dormant account.

Any inactive clients want to trades at any time, verbal or writing intimation is required. Further, that verbal intimation will be recorded.

Furthermore, that any variation or any irregular transaction or any matter which is describe in the above paragraphs as exceptional or unusual pertaining to any particular Client should be brought to the attention of the Director and action to be taken by all concerned as per advice/instructions given by them.

Review Policy:

This policy may be reviewed as and when there are any changes introduced by any statutory authority or as and when it is found necessary to change the policy due to business needs.

The policy may be reviewed by the Compliance Officer/ Principal Officer and place the changes in policy before the Board at the meeting first held after such changes are introduced. The policy was last reviewed by the board of Directors on 20/02/2023

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Policy communication:

A copy of this policy shall be made available to all the relevant staff who are responsible for to maintain the Status of the Client.

Disclaimer: Above policy is subject to change from time to time having regard to change in circumstances and shall be reviewed periodically in accordance with regulatory guidelines and management perception.

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