

This Policy defines the treatment of Dormant/Inactive accounts of the clients maintained with the Company.

### **Definitions**

In case of trading account the term Inactive / Dormant account refers to such account wherein no transactions have been carried out since last 12 (Twelve) calendar months.

In case of accounts where there has been no movement for a continuous period of 12 (twelve) months then such accounts should be classified as accounts which would not be made active unless the client has provided us with the latest proof of residence and application stating the reason for non-trading for such a long time.

### **Transaction in Inactive / Dormant Trading Accounts**

The Dormant accounts identified based on the above criteria shall be flagged as such in company's record which shall be reviewed at beginning of each calendar quarter. Company reserves the right to freeze/deactivate such account and refuse to Permit to carry out any fresh transactions in such account.

The clients account would be reactivated only after undertaking proper due diligence process and fulfillment of such conditions as may be deemed fit, in the cases where the account is frozen / deactivated.

The client's request through letter (draft given in ANNEXURE I) / registered email ID / recorded telephone lines may be impressed upon to reactivate the account or carry out any fresh transactions in an Inactive / Dormant account.

### **MONITORING OF TRANSACTIONS**

1. Any debit transactions in dormant Demat accounts or any transactions in dormant trading account.
2. Trading accounts shall be reported as an Alert.
3. Such alerts/reports shall be reviewed by the Authorised Official.

The company on its own does not have a policy regarding Closure of any Trading account and thus any trading account once opened in the company records will not be closed unless a client has made a special request for closure of his account. On the receipt of such application the account of the client will be closed and the balance made Nil and no trade / any other transaction will be carried out anytime in future. If the client intends to trade then he will be required to open a new account after complying with all the Client Registration & KRA formalities.

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 company from time to time. This Policy for Inactive / Dormant account is over and above the transaction monitoring in Inactive / Dormant account as per Anti-Money laundering Policy of the Company.

**Annexure I**

**Inactive / Dormant Trading Account Activation - Request**

Date: \_\_\_\_\_

To,  
The Compliance Officer  
Antique Stock Broking Ltd  
20<sup>th</sup> Floor, Naman Midtown,  
Elphinstone Road (West),  
Mumbai 400 013

Dear Sir,

**Re: Request for Activation of Dormant Trading Account No. \_\_\_\_\_**

I/We, Mr. /Ms. \_\_\_\_\_ are maintaining the above Trading Account with you.

The said Trading Account has not been operated by me / us for a long time now. I / We understand that due to security reasons, the company has classified the said account as “Inactive / Dormant”.

I/We request you to re-classify the account as “active”. I/We agree to fulfill your all compliances related to reactivation of Trading Account.

Yours truly,

Signature of Client :

Client Code :

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**FOR OFFICE USE ONLY**

Signatures Verified by
Account Activated by

\_\_\_\_\_  
Signature of senior official