



POLICY

FOR

INACTIVE / DORMANT ACCOUNTS

Muni Broking House Limited
(Stock Broking Services)

Muni Broking House Limited
Kolkata – 700 017

Inactive Trading Accounts refers to such accounts of the client wherein no trades have been carried out during the last 12 (Twelve) months across all Exchanges

The accounts of clients shall be treated as inactive where no transaction has been taken place in client's account (Trading) during the last 12 months from the date of last transaction. As such the account should be marked and updated as inactive by RMS and Compliance department and the status is uploaded in the UCC database of the Exchange system.

The accounts of clients shall be reviewed on 1st day of every month and necessary action shall have to be taken care.

In case of inactive / dormant client account which has been marked as inactive and desire to trade in his trading account, the client need to give a written request along with all the supporting documents such as current address proof, PAN Card, Bank Statement, Demat statement and the financial details.

On receipt of the above documents, the client shall be verified by way of In-person verification, updation of CKYC data in the CKYC and KRA system and shall be activated in the system of the Exchange. Further, all the process related to the activation of the dormant clients account shall be done by the officials of the company and shall not be out-sourced.

Only after the client's details are updated, it will be marked as active by RMS and Compliance department.

Failing to provide or completing the required documents clients account will not be activated.