

M J Patel Share & Stock Brokers Ltd.

Policy Regarding Treatment of Inactive / Dormant Client Account

1.0 Objective:

The objective of this policy is to lay down procedures to deal with Inactive / Dormant clients, where clients have not traded for more than 12 continuous months.

This policy is also applicable for clients who have been marked inactive on account of Rules, Bye laws, circulars and guidelines issued by SEBI and Exchanges.

2.0 Definition of Inactive accounts:

If there is no transaction (buy / sell) entered into by the account holder for more than 12 continuous months, the account will be marked as "INACTIVE".

3.0 Procedure to handle Inactive accounts:

Clients becoming INACTIVE are marked "INACTIVE" in the back office and front office Risk Management System software.

All the clients marked as "INACTIVE" are monitored carefully in order to avoid unauthorised transactions in the account.

If the client wants to make the account "ACTIVE" after 12 continuous months, then the client is required to submit Activation Form , Copy of PAN Card, Address Proof (Self Attested) & after 2 years of inactivation, then Re-KYC procedures are required.

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

After proper verification of the revised details and approval from the concerned department in-charge of registration of clients, the account will be made "ACTIVE" by Updation to the Exchanges and transaction can take place thereupon.

3.1 Client can give the duly signed request in writing at any of the MJP office, or at the office of Authorised Person of M J Patel Share & Stock Brokers Ltd. along with the financial Information and other required details as may be necessary for Compliance as per Rules, Bye laws, Circulars and Guidelines issued by SEBI, / Exchanges.

On verification of the same, the department in - charge can authorise the activation of such inactive client subject to Rules, Bye laws, circulars and guidelines issued by SEBI / Exchanges.

The client account will be made "ACTIVE" by Updation to the Exchanges and Updation in Back office and Front office Risk Management System software.

4.0 Review Policy:

This policy will be reviewed as and when there are changes introduced by Board of Directors.

5.0 Policy communication:

A copy of this policy shall be made available to all the relevant Persons such as Compliance officer, Department in - charge of registration of clients, Authorised Persons.

Further, a copy of this policy will be displayed on website.