



# Prarup Shares & Stock Brokers Pvt. Ltd.

Share & Stock Brokers • Member : Bombay Stock Exchange Ltd.

CIN NO: U67120MH1997PTC110642

## Policy for Inactive/dormant client accounts:

- Inactive client means client who is inactive during last 12 months immediately preceding the end of the previous month.
- 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.
- A list of inactive clients shall be prepared from the back office software periodically. Changes in the method identifying dormant clients will be as per the periodic exchange circulars & guidelines.
- Any further trading by such client shall be allowed after undertaking sufficient due diligence (including IPV) and obtaining the updated information related to KYC from the concerned Client. Appropriate disciplinary actions may be initiated in case of any trades are executed in any account flagged as 'Inactive', as per management confirmation
- In case a client seeks re-activation before a period of 1 year of being flagged as inactive, KYC department shall, while reactivating the client, 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. In case of any changes, necessary documents shall be collected
- Client will be informed about the status of UCC being flagged as inactive and requirement of Re-KYC.
- A copy of the list of clients marked as inactive will be shared by KYC department with dealers who operate our BOLT terminals.
- After Reactivation, if any orders are received, the dealer shall take reasonable steps to identify the identity of the client to ensure that the orders are received from the same client.
- In case the client submits CKYC/KRA details for updating, then it will be checked against the account information in back office & UCC records & changes if any will be updated in the UCC portal & back office software.
- Actual settlement of funds shall be done as per norms/ guidelines provided by the Exchanges/ SEBI from time to time.



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