

J. Policy on inactive (dormant) Account: (RETAIL DIVISION)

In order to protect the account of customer, KSL will deactivate the trading accounts of the client, which are identified as "Dormant" and report them as inactive in UCC.

A client will be marked as "Dormant" if there is no trading activity in the account in the last 12 months across all exchanges in secondary market.

Clients will be given an advance notice before deactivation of the account. Once the account is deactivated, the customer will not be able to place trades in any segments. Client can get his account re-activated by following the below process.

| Period | Particulars | IPV | Declaration |
|---------------------------|--|-----|-------------|
| 12.01 months to 24 months | Client comes for re-activation (any segment) | No | Yes |
| Beyond 24.01 months | Transaction in IPO / MF or DP | No | Yes |
| | No transaction in any segment from the date of Last Trade Date | Yes | Yes |

IPO / MF investments will not be restricted during the dormancy period.

Further, in case details required for reactivation in UCC are not available, the same needs to be submitted by the client.

No Funds payout request will be entertained and client will be asked to activate the account.

However, funds payout as required by SEBI regulation, needs to be carried out even for dormant account.

Approved by:

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Policy on inactive (dormant) Account: (INSTITUTION DIVISION)

In order to adhere to the 'Dormant Account' regulations of *SEBI/ Stock Exchanges*, KIE will identify Dormant clients and deactivate the same from trading. The policy for Institutional & Non Institutional clients is detailed below.

Institutional Clients:

Trading accounts will be categorized as 'Dormant', if there has not been a single trade for more than two preceding financial years in all the trading accounts grouped under a single 'family'. This activity of identifying Dormant Accounts will be conducted at the beginning of each financial year.

The family will be re-activated when an order is received for any of its trading accounts within that family. If there are any changes in client details, the latest details of the same needs to be procured from the custodian or client.

Non Institutional Clients:

Trading accounts will be categorized as 'Dormant' if there has not been a single trade for more than two preceding financial years in the client account / code. This activity of identifying Dormant Accounts will be conducted at the beginning of each financial year.

The client will be re-activated when an order is received. If there are any changes in client details, the latest details of the same needs to be procured from the client.

For clients whose settlement of funds and securities is not done by the custody / clearing member, the credit balances of funds & securities, if any, shall be transferred to the client bank / demat account as a part of daily settlement. However if client has provided the running account authorization, the settlement of funds and securities is to be done as per the running account authorization from the the client.

 