

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. Dormant account will be the account where there is no trading activity for more than 1 year since date of last trade.

However in case the account satisfies any one of the following conditions, the account will not be marked as dormant even though there has been no trading for a period of 1 year before date of marking dormant.

- a) Client account opened in last 1 year.
- b) Secondary Market transactions.
- c) Mutual Funds transactions.
- d) Allotment for IPO and Bonds / NCDs.
- e) Funds Pay-In executed by the client.
- f) Closed account.
- g) Updation of details with supporting proofs OR confirmation that no details have changed in the account. IPV is required in both cases.
- h) Incoming Off market transfer of securities initiated by the client.
- i) Order placement (unexecuted orders).

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 reactivated by following any of the below process after due authentication:-

- a) In order to re-activate his account, client needs to submit his KYC documents and IPV needs to be done by KSL.
- b) Client has an option to give a declaration stating that there are no changes in his KYC and therefore he is not submitting new KYC documents. However, there is no waiver / exception for IPV. Further, in case details required for reactivation in UCC are not available, the same needs to be submitted by the client.

Funds would be settled as per the settlement frequency chosen by the client. In case of interim request received from the client for release of funds before due date of running account settlement, the funds will be released only after Reactivation procedure is completed as mentioned above.

Approved by:

MANOJ
AGARWAL

Manoj Agarwal

Senior Executive V.P- Compliance

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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.

