

Policy for Inactive Accounts

- Any Client account(s), where no trade(s) are executed for a continuous period of twelve months is treated as Inactive Account(s) and such account(s) will be suspended from trading.
- A list of inactive clients shall be prepared from the back-office software on the last day of every month and shall be submitted to the concerned department after confirmation with the management. The management will approve a final list of inactive clients.
- The concerned department shall mark the client status as “inactive” or “dormant” in various front office software of CTCL and back-office accounting and DP software.
- No operation shall be permitted in an inactive account except collection of dividends on securities and debiting of charges, if any.
- The shares/credit ledger balance if any will be transferred to the within one week of the identifying the client as inactive.
- An inactive account may be reactivated only on written request from the client and verification of personal documents including that of PAN card copy, Address proof, latest Bank Statement, income Tax return if any etc.
- Closure of any account will take place only after receiving a written request from the client or any levies and pending from the client more than 3 months. In the second case we will send one month notice for the client for clearing levies.