

## Policy for Treatment of Dormant Account

**Objective** To frame the guidelines for treatment of Dormant Accounts including the aspects like return of client assets and reactivation of Dormant Accounts.

### 1. Definitions:

- (a) **"Dormant Account"** means a Trading Account in which no Transaction has been carried out for more than 12 (twelve) calendar months.
- (b) **"SPA"** means SPA Securities Limited.
- (c) **"Trading Account"** means an account of client opened with SPA for buying, selling, trading or otherwise dealing in shares and securities listed on one or more recognized stock exchanges of India.
- (d) **"Transaction"** means any debit or credit in the Trading Account due to any sell, purchase and / or dealing in any securities including any debit or credit due to any Mark to Mark or other margin in the Trading Account.

Words and expressions used herein and not defined in this Policy but defined in the Securities Contracts (Regulation) Act, 1956, the Securities and Exchange Board of India Act, 1992 or any Rules or Regulations made thereunder or in any Rules, Bye-laws, Regulations, Circulars or any Guidelines issued by any of the recognized stock exchanges shall have the same meanings respectively assigned to them in those Acts, Rules, Regulations, Bye-Laws, Circulars and Guidelines.

### 2. Transactions in Dormant Account(s)

When a Trading Account becomes a Dormant Account, the said account shall be locked / frozen for any further Transactions.

However, it is clarified that the credits in the said account due to any corporate action like dividend, bonus, split etc. owing to the securities / ledger balances of the client shall be allowed.

It is also clarified that any transaction charges, DP charges or any other taxes or levies will continue to be debited to the Dormant Account.

### 3. Reactivation of Dormant Account

A Dormant Account be reactivated for further Transactions, if the client makes:

- (i) An E-mail request to reactivate the account. Provided such reactivation request should come from the E-mail ID of the client registered with SPA.
- (ii) A written request to reactivate the account duly signed by the client only. A request from the authorized representative or POA holder of the client shall not be allowed. Further, the reactivation of Dormant Account shall be subject to receipt and processing of the request at the Registered Office of SPA.
- (iii) A telephonic request to reactive the account. Such telephonic request shall be made at the number specified by SPA which may be enabled for voice recording. Further, the request shall be processed after due verification of identification and other details of the client over phone.

It is clarified that the reactivation of and / or Transactions in Dormant Account shall be subject to:

- the clearing of any outstanding dues to SPA by the client;
- compliance by the client of all the requirements of SPA;
- fulfillment by the client of all the conditions like providing of information, documents etc. to SPA;
- the Risk Management Policy of SPA; and
- such other compliance or condition as may be prescribed by SPA.

#### **4. Return of Assets:**

- (i) The balances of funds and securities pertaining to the Dormant Accounts shall be returned to the respective clients at the time of quarterly / monthly settlement.
- (ii) If the client wishes to receive the funds and / or securities belonging to such Dormant Account before the quarterly / monthly settlement, he / she shall be required to make a written request to that effect. The funds and securities of such account shall be released to the client after receipt and processing of the request at the Registered Office of SPA.