

POLICY REGARDING INACTIVE (DORMANT) ACCOUNTS

Inactive (Dormant) Accounts

- Client Accounts where the client had not traded for 6 month and does not have any outstanding position in F&O and CDS, would be treated as Inactive (Dormant) accounts.
- To ensure complete security of Client Accounts and assets, 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 front/back office software of CTCL and IML and back office software.

With effect from 1st January 2011, the trading activity of the client accounts shall be tracked and a client's accounts, where no trading is observed for a period of 1 year (from 1st January 2011) shall be categorized as inactive (dormant) and put under that category.

Example: Client Account XYZ, trades on 31st December, 2010 and does not further trade for next 6 months. Further he does not have any outstanding position in F&O and CDS. The Account XYZ would be put under Inactive/Dormant Clients on the 1st of July, 2011.

Reactivation of Client Accounts

- Dormant account or inactive client account will be activated on the request of Head Office – Compliance officer / Branch Manager / Regional Head / Sub broker / Remissier / Authorized person , on the completion of the following documents and letter from the respective client. The duly signed documents along with necessary annexure should be forwarded to the KYC department for reactivation and KYC Team Will request to ADMIN team for the reactivation in Front end and back end software. Clients can get such accounts only reactivated by placing a reactivation request and submitting below mentioned documents.

For any queries, The Client can also get in touch with our Centralized Customer Care helpline at 079-26581329 or by sending a mail at helpdesk@amrapali.com

Documents required for Account Reactivstion:

1. Account Reactivation Form
2. Financial Proof (list of Valid Income Proof is mentioned below)
3. Authorization for Running Account

You can send these forms directly to our Head office at the following address::

Amrapali Capital & Finance Services Ltd.
19/20/21 3rd Floor, Narayan Chambers, Ashram Road, Ahmedabad – 380 009

Funds/Stock Transfer Request for Inactive (Dormant) Accounts:

A client can opt for withdrawal of its funds/securities from its account. If the clients are not connectable the same stock will transfer to the demat account register with us. For the same, the client would be required to place a request to HO. For any queries, the client can also get in touch with the Customer Care Helpdesk through e-mail at helpdesk@amrapali.com or through phone at 079-26581329

List of Documentary evidence of Financial Details:

- Individual: Copy of ITR Acknowledgement (For Last 2 years financial year); Copy of Form 16 in case of salary income (Last 2 financial year); Net worth certificate (latest one or at the end of last financial year); Salary Slip (for one month in current financial year); Bank account statement (for last 6 months); Copy of latest Demat account holding statement.
- Company: Copy of the balance sheet for the last 2 financial years (copies of annual balance sheet to be submitted every year – duly attested by CA); Copy of ITR Acknowledgement (For last two financial years); Copy of Annual Report (last two financial years – for non individuals – duly attested by CA); Net worth certificate (latest one or at the end of last financial year – duly attested by CA)

The above stated policy may vary depending on various rules, regulations and bye laws as may be prescribed by SEBI, Exchanges or any other authority or as per Internal Policy of Amrapali from time to time. This policy for dormant/inactive accounts is over and above the transaction monitoring in Dormant account as per Anti-Money Laundering Policy of the company.

ACCOUNT RE-ACTIVATION FORM

To,
Amrapali Capital & Finance Services Ltd.
19/20/21 3rd Floor, Narayan Chambers
Ashram Road
Ahmedabad - 380009

Date: / /20

(To be filled by the client)

Client Code	
Client Name	
Branch Code	
Reason for Reactivation	
Introduced by / Name of the Sub broker	

I/We hereby request you to please reactivate my /our account and treat this form as intimation for re-opening of the account. I/We hereby confirm that all the information's provided to you with initial account opening are the same , and / We do agree to abide by the exchange rules and notifications issued till date.

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Client's Signature and Date

FOR OFFICE USE ONLY

Client Code	
Client Name	
Date of Last transaction	
Date of Activation	
Are all account documents are complete	
Checked and updated by	