

DORMANCY/INACTIVE POLICY

DORMANCY/INACTIVE POLICY (AS PER SEBI CIRCULAR DECEMBER 03, 2009)

1. Introduction

Dita Comtrade Limited (DCL) is a SEBI Registered Market Intermediary engaged in retail broking business in commodity market. The SEBI Circular which has a mention about the framing of dormancy policy by Intermediaries issued on December 03, 2009 forms the basis of formulating and implementing this Policy.

2. Scope of the Policy

The scope of this policy is to formulate clear guidelines for identification, suspension and reactivation of client codes which has been categorized as dormant / inactive as per the DCL Dormancy policy.

3. Definitions & Abbreviations

Client	A person (including a corporate body) who has been enrolled as a client of DCL as per the provisions of SEBI/Exchange(s)/Depository (ies).
Dormant/ Inactive accounts	An account where there have been no transactions for defined period shall be defined as dormant accounts
Suspended Accounts	An account which has been disabled so that no transaction is allowed is termed as suspended accounts
Management	Management of DCL
Risk Management Committee	A Committee appointed by the Board of Directors to mitigate risk factors
DCL	Dita Comtrade Limited , a Company incorporated under the Companies Act 1956, and authorized by SEBI to act as Stock Broker under SEBI (Stock-Brokers and Sub-Brokers) Regulations, 1992 as a Stock Broker of MCX, NCDEX.{herein after referred to as Stock Exchange(s)}
SEBI (Regulator)	The Securities Exchange Board of India

4. Dormancy

Client will be marked as dormant, when all 3 conditions below are be fulfilled

No transactions for the last 12 months shall be identified as a dormant account.
Transactions here mean the following:

- ❖ No purchase or sale transaction in the in the Exchange.
- ❖ No login history in past for last one year

5. Identification & Suspension:

The process of identifying the dormant accounts based on the above mentioned criteria shall be run either daily / weekly / monthly basis post the EOD activities for the day. Accounts identified as dormant shall be flagged as dormant in the trading system, back office system. Intimation to the client in the form of an email / SMS shall be sent to the client informing that the client account has been made inactivate due to the dormancy.

- 6. Reactivation Offline Process:** For activation of such accounts, clients shall be required to submit a written request to the customer support at the branches along with the copy of PAN. s