

## **Capital Wizard Stock Broking Pvt. Ltd**

### **POLICY FOR INACTIVE/DORMANT ACCOUNTS :**

1. Trading Account codes in which trading is not taking place for more than 6 months are treated as Inactive Accounts.
2. After expiry of 6 months the accounts are earmarked as INACTIVE ACCOUNTS and shall be treated as Inactive Accounts till 24 months as such.
3. Such inactive/dormant accounts are deactivated from the back office and consequently from the online trading terminals.
4. For reactivation of the inactive accounts, due verification will be done to ensure that the same client is placing the order.
5. Due verification will include verification of ID proof (preferably PAN Card) if the clients personally comes to the branch office for trading and verification of Date of Birth, Father's name, Address, PAN Details etc. over recorded phone lines, if the client places order over phone.
6. If the Inactive Account Code client places high value order, then due diligence regarding the scrip and volume of the shares will be verified along with the other details as mentioned above.
7. Order value worth Rs. 5 (Five) Lacs and above shall be treated as high value orders.
8. All the orders executed shall be confirmed to the client over recorded lines only.
9. For inactive accounts care shall be exercised to verify that contract notes and financial statements delivered to the clients.
10. All active accounts are reviewed quarterly to find out new dormant/inactive accounts.

### **POLICY FOR OLD INACTIVE ACCOUNTS:**

1. Trading Account codes in which trading is not taking place for more than 24 months are treated as Old Inactive Accounts.
2. For reactivation of the Old Inactive Accounts, due verification will be done to ensure that the same client is placing the order.
3. In case of Old Inactive Accounts, it is to be ensured that the client personally comes to the office / branch to reactivate his / her account.
4. To reactivate the account the client has to submit his ID and Address Proof with the office / branch.
5. Other Norms / Policies of the Inactive Accounts shall be followed by the company for reactivation of the old inactive accounts.

### **POLICY FOR RUNNING ACCOUNTS**

1. No payments to be accepted in cash

2. Payments through bank drafts/bankers cheque to accompanied with letter from clients confirming that the draft/bankers cheque is his/her
3. Financial details to be collected on yearly basis at least from the clients who trade in F&o segments. This is to strictly follow from 01.01.2011.
4. Authority letter from clients to be updated on yearly basis starting from 01.01.2011.