

NAMAH CAPITAL RESOURCES LIMITED

Corporate Office – 207, Linkway Estate, 2nd Floor, Malad Link Road, Malad (W), Mumbai 64.
Tel. 022-40990400 , Email Id – namahcaps@yahoo.com

Inactive/ Dormant A/c Policy

This Policy defines the treatment of Dormant/Inactive accounts of the clients maintained with the Company.

In case of dormant Account, the Company reserves the right to freeze/deactivate and shall not permit to carry out any fresh transactions in such account. The client account would be reactivated only after undertaking proper due diligence process and fulfillment of such conditions as may be deemed fit, in the cases where the account has been freezed/deactivate.

In case where no transaction had taken place for a continuous period of one year, due diligence would be observed over and above the normal verification procedure at the time of any order placement/ transaction in such Accounts. The order/transaction would be confirmed & verified with the client at the time of order placement and at the end of the day the same shall also be verified with the back office.

We also ensure the delivery of the contract note within 24 hours of the execution of the trade

In case of very old dormant account (2 years old) the same procedure is adopted. However in addition to this the client needs to get the sanction from the director for the Re-activation of the Account.

Procedure for Reactivation

The Back office operations team can reactivate a client account which has been made Inactive only when the following documents are obtained from the client:

- Communication in writing requesting the account to be reactivated stating the reasons for being inactive in the past.
- Updated financial details (IT returns in case of all clients, Financial Statements in case of corporate clients)

Reactivation of the client account shall be done by the Back office operations team only after obtaining approval from the Head-Operations and Managing Director.

For, NAMAH CAPITAL RESOURCES LTD

From, **Client name**
Address

Date:

To,
The Manager KYC
Namah Capital Resources Ltd
207/208 Linkway Estate Link Road,
Mumbai - 400064

Dear Sir,

Sub: Request for Re-activate my Capital Trading A/c

Ref: Client Code:-

This has reference to the above and I/we would like to inform you that I/We wish to reactivate my above mentioned Capital Trading account. Please find enclosed herewith list of following documents for activation of the account.

- 1 . I.T. Return (last 2 years)
2. Last 6 months bank statement.
3. Demat Account Client Master
4. Aadhar card & PAN card copy copy self attested
5. Cancelled cheque

Kindly acknowledge the receipt of the above documents & activate my account at the earliest

Thanking you,

Yours truly,

Signature with Name