



Inactive / Dormant Account Policy

Maitra Commodities Pvt Ltd

SEBI Reg No: INZ000074139

MCX Trading Member ID- 55060

NSE Trading Member ID – 90175

BSE Trading Member ID –

Objective:

The objective of the policy is to prevent the inactive/dormant client account being misused by third party and to do proper validation and checking before reactivation of inactive client.

Clients who have not traded for more than a year or did not participate in DP activities or not updated his KYC details in the last one year or not made any payin/payout, will be treated as dormant account or inactive client account and will be activated on the request from the client.

Inactive client's status will be reviewed on monthly basis (Last week of the month) for identification and to initiate action.

Alerts will be generated from our Back Office software, if trade has happened from inactive accounts. Fresh KYC will be collected from the client, if any regulatory changes has happened.

Inactive clients account can be reactivated on submission and 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.

Reactivation of dormant clients is sole discretion of Maitra Commodities Pvt Ltd.

This policy may be reviewed by Managing Director / Compliance Officer as and when there are any changes introduced by any statutory authority or as and when it is found necessary to change the policy due to business needs.

Dormant client re-activation will be allowed only with the prior approval of the Senior management and the Compliance Officer / Concerned Operations in charge after completion of proper due diligence.

ACCOUNT RE-ACTIVATION FORM

To,

M/s. Maitra Commodities Pvt Ltd

No 17/1, First Floor, Visweswarapuram Street,

Alwarpet, Chennai-600018

(To be filled by the client)

Client Code	
Client Name	
Branch Code	
Introduced by /Branch Code/AP code	

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 I/We do agree to abide by the exchange rules and notifications issued till date.

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	

List of Documents

- ID Proof - Pan card Xerox
- Address Proof - Aadhaar Xerox
- Address Proof -Driving License Xerox
- Address Proof -Bank statement – Latest 6 months.

Please note that documents should be self attested proof and documents should be clear.

Note: Address Proof any one in above said.