



Policy for Inactive / DormantAccounts

Maitra Commodities Pvt Ltd

SEBIReg No: INZ000074139

MCX Trading Member ID-55060

NSE Trading Member ID – 90175

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 clients.

Definition of Inactive Trading accounts:

In case of Trading Account, the term inactive account refers to such account where there is no trades have been carried out since last 12 (twelve) months across all exchanges.

Policy:

Clients who have not traded for more than ONE YEAR (OR) TWELVE MONTHS or did not participate in trading/DP activities or not updated his KYC details in the last one year or not made any pay-in/pay-out, will be treated as dormant account or inactive client account and will be activated on the request from the client.

The inactive accounts identified based on the above criteria shall be flagged as 'Inactive' by the CRD Team in UCC database of all the respective Exchanges. Back office software will initiate Inactive accounts from time to time. This process is underway and it will be completed by 3-6 months time. 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 erroneously. Fresh KYC will be collected from the client, if any regulatory changes have happened at the time of reactivation.

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.

It is mandatory to do fresh IPV process for the inactive clients who wish to activate his/her trading account with us.

This policy may be reviewed by Managing Director / Compliance Officer as and when there are any changes introduced by any statutory authority or regulatory bodies, 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 client due diligence.

List of Documents to be submitted

- ID Proof-Pan card Xerox
- Address Proof-Aadhaar Xerox
- Driving Licence copy
- AddressProof-Bankstatement–Latest6months.

Please note that documents should be self attested proof and documents should be clear. Note: Address Proof any one in above said.

This Inactive / Dormant Account Policy is prepared by M/S Maitra Commodities Private Limited and reviewed by Senior Management Team.

This Inactive / Dormant Account Policy presented before the Board of Directors for approval
On 10th July 2025

Board of Directors Approval:

We have approved this policy which designed to prevent the inactive/dormant client account being misused by third party and to do proper validation and checking before reactivation of inactive client.

Review of Policy

Policy will be reviewed by the senior management officials on regular basis. The policy will be reviewed on yearly basis and/or earlier whenever there is a change in the regulations.

Policy Approval Date: 11th July 2025
Next Review Date : 10th July 2026.

Date: 11th July 2025
Place: Chennai.

ACCOUNT**REACTIVATION FORM**

Date:

M/s.MaitraCommoditiesPvtLtd
Old No.35, New No.33, C P Ramasamy Road,
Alwarpet, Chennai-600018

(Tobefilled bytheclient)

ClientCode	
ClientName	
BranchCode	
Introducedby/BranchCode/APcode	

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

Client'sSignatureandDate**FOROFFICEUSEONLY**

ClientCode	
ClientName	
DateofLasttransaction	
DateofActivationandIPVdate	
Areallaccountdocumentsarecomplete	
Checkedandupdatedby	

