
Dormant (Inactive) Account Procedure for BofA Securities India Limited

The document outlines the procedures for handling dormant accounts of Equities Cash and Futures & Options (F&O) segments.

Definitions

Client Accounts – For Equity Cash and Future and Options segment, a client account on- boarded for trading in Equity Cash and Futures and Options segment of the Stock Exchanges which has been assigned a Unique Client Code (UCC) and registered with respective stock exchanges.

Dormant Account/Inactive Account - An inactive client account with no position or transactional activity for a period of 12 months (1 year).

Closed Account/Dropped Account/De-active - Applying a de-active status to the account and removing any standing instructions, if any.

Procedure for classifying a Client account as Dormant -

For institutional clients, the dormancy of the account (as defined above) will be checked at investment manager level on monthly basis. If all the accounts under the investment manager have not traded for a period of 12 months, then all such accounts of investment manager will be sent to Business / Relationship Manager for its review.

Based on continuity of client relationship, Business/Relationship Manager will determine whether institutional client accounts under an investment manager should be kept active or marked as dormant/inactive or should be closed.

If Business/Relationship Manager decides to keep the client accounts active even if the accounts meet the dormancy criteria, it will provide reason in writing for such decision and the records of such requests will be maintained by Operations.

If Business/Relationship Manager decides to close the client accounts, it will inform the same to Operations and accordingly, Operations will change the status of such accounts as de-activated accounts in the back office system and inform the client once the account is closed. These closed accounts will be tagged as 'Inactive' in UCC database of respective Exchanges.

For non-institutional client accounts whose trades are not settled through the custodians and the account had no position or trading activity for a period of 12 months (1 year) will be deactivated in the back office system and will be tagged as 'Inactive' in UCC database of respective Exchanges.

Procedure for Re-activation of Dormant/Inactive Client Account

For institutional clients, Dormant/Inactive accounts may be reactivated based on the request received from Business / Relationship Manager.

For non-institutional clients, Business / Relationship Manager will make a request for re-activation of any inactive non-institutional client account. Subsequently, Operations will undertake necessary due diligence of the client before re-activation and obtain the updated information related to KYC from the concerned client / KRA. On satisfactory due diligence, the client account be re-activated in back office system as well as the status will be updated as "Active" in UCC database of respective Exchanges prior to execution of the trades.

Document Change History

<i>Reviewer Name(s)</i>	<i>Version</i>	<i>Date</i>	<i>Comments</i>
Gouri Shankar Singh	1.0	22-03-17	Initial Draft of document created 22-03-2017
Gouri Shankar Singh	1.1	04-02-19	Depository Participant closed, hence removed.
Gouri Shankar Singh	1.2	25-02-20	Marking “Inactive” on Exchanges for Non-Institutional clients
Gouri Shankar Singh	1.3	25-10-20	Entity name change