

### **Current process of Re-KYC or Activation of Inactive Accounts:**

**Inactive accounts policy:** Karvy Comtrade Ltd (KCTL), shall at regular intervals, fixed by the Board, shall review and analyze the client trading accounts and classify and flag them as "Inactive" or "Inoperative" accounts, as part of customer due diligence.

### **Definition of Inactive Accounts:**

**"Inactive Account"** is an account where no trades have been executed by the client during the last six months or for a period exceeding six months.

### **Resumption of Trading:**

**Inactive Account:** The "Inactive" account may be reactivated for trading on receipt of application for re-activation from the client along with necessary supporting documents.

KCTL employee may carry out "In person" verification of the Inactive client and shall validate the supporting documents submitted by the client with the originals. The trading account may get reactivated within 1 (One) day of submission of the application of re-activation with valid supporting documents.

### **Our clients to be segregated in two categories:**

#### **Category 1: Client details need to be modified, therefore, material Changes exist in Reactivation format & A/c is older more than 5 Years**

**Required Process:** Execute Complete KYC, along with all documentary evidences viz, PAN Copy, Latest Address proof, Bank Account statement, Aadhaar Card copy etc.

#### **Category 2: Client details remains constant, therefore, no material changes exist in Reactivation format.**

**Required Process:** Client has to undertake 1 page document confirming the status quo. The document should contain basic account details which is displayed in Client Master List. Self certified identification proof such as Pan Card or Aadhaar Card to be collected.

### **Common Points for all categories:**

- Collect updated financial details such as Bank Statement, ITR, Share holding Pattern, Latest Directors List, Annual Report i.e. Latest Balance sheet & Profit & Loss A/c in case of Corporate Client
- Calling the client over a recorded line confirming the undertaking with Material changes in client data base.
- Collect Ledger Balance Confirmation. (Optional)