

**ASE CAPITAL MARKETS LTD.**

**Policy regarding treatment of inactive accounts**  
**(Ref: ACML BM dated 12.04.2010)**

ASE Capital Markets Ltd. prescribes the following policy regarding treatment of inactive accounts which inter-alia, covers aspects of time period, return of client assets and procedure for reactivation of the same. This policy is displayed on the web site, [www.acml.in](http://www.acml.in) and shall be subject to any change from time to time in future and would be applicable to sub brokers, authorized persons and all clients of the company

If there is no transaction by the Client in its trading account opened and maintained with ACML, for a period of one year and more, Such account may be classified as 'inactive' in the ACML systems. It may be noted that system generated debits (like charges, debit interest etc) are not considered as 'transaction' for classifying an account as active or inactive.

As a result of the client account being classified as 'inactive', the Client may not be able to operate his account through our sub brokers / authorized persons during the time that it remains 'inactive' on our systems.

To avoid this scenario, the Client should effect a transaction from his account by dealing in the market through ACML sub broker / authorized person, at least once a year so that your account remains active at all times.

If the client account goes into the 'inactive' state, Client needs to follow the below-mentioned procedure to reactivate it.

**Procedure for reactivation - If the account has been 'inactive' for less than TWO years**

If the client account has become inactive, as elucidated above, but it has been less than two years since the last transaction, the client can reactivate his account through any one of the following options:

1. In case the client has other accounts which are active (with 'Either or Survivor' mandate in case of joint accounts), the client can send the ACML a secure message through his sub broker / authorized person, to execute the transaction for selling or buying the securities through his account.
2. NRI customers can also submit a written request by a mail/courier through his sub broker / authorized person, to execute the transaction for sale or buy the securities.

**Procedure for reactivation - If the account has been 'inactive' for more than TWO years**

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If the client account has become inactive as elucidated above and it has been more than two years since the last transaction, the client is required to provide the following to reactivate his account:

1. A letter for activation of the account signed by each Account holder
2. A proof of photo identification such as Passport, Driving License, etc. for each accountholder. Passport is the only form of identification proof acceptable for Non Resident Customers.
3. Updated details as per KYC norms

All accountholders (including joint account holders) would need to visit in person or any branch to submit these documents. The sub broker / authorized person shall require to certify the above documents.

NRI customers would also be able to mail/courier the above documents through sub brokers / authorized person.

Charges as per ACML tariff, if any, shall be levied for all accounts where no transaction has been performed for more than two years.

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