KEYNOTE CAPITALS LIMITED

POLICY REGARDING INACTIVE (DORMANT) ACCOUNTS

Inactive (Dormant)) Accounts

Client Accounts where the client has not traded for 1 year and does not have outstanding position in Derivatives, F&OO and CDS, would be treated as Inactive (Dormant) accounts. To ensure complete security of Client Accounts and assets, Keynote Capitals Ltd would be placing such accounts under temporary suspension. Once the account is under temporary suspension, the client would not be allowed to login to his account or trade (place orders)) either through online mode or by calling/visiting its service branch.

With effect from 1st June 2010, the trading activity of the client accounts shall be tracked and a clients' account, where no trading is observed for a period of 1 year (from 1st June 2010) shall be categorized as inactive (dormant) and put under temporary suspension.

For example: Client Account XYZ, trades on 10thh June, 2010 and does not further trade for next 1 year. Further he does not have any outstanding position in Derivatives, F&O and CDS. The Account XYZ would be put under temporary suspension on the 11th of June, 2011.

Reactivation of Client Accounts

Clients can get such accounts reactivated by placing a reactivation request and submitting below mentioned documents.

For any queries, The Client can also get in touch with our Compliance Officer at 022-30266049 or by sending E-mail at backoffice@keynoteindia.net

Documents required for Account Reactivation:

1. Account Reactivation Letter
2. Latest Address Proof, in case of Change in Address
3. Financial Proof (list of Valid Income Proof is mentioned below)
4. Authorization for Running Account

You can send these forms directly to our Head office at the following address:

KYC Department,
Keynote Capitals Ltd,
9th Floor, The Ruby, Senapati Bapat Marg,
Dadar (West), Mumbai - 400 028

Alternatively you can also submit these forms at your service branch.

Funds/Stock Transfer Request for Inactive (Dormant) Accounts:

A client can opt for withdrawal of its funds/securities from its account. For the same, the client would be required to place a request with its service branch. For any queries, the client can also get in touch with our Compliance Officer at 022-30266049 or by sending E-mail at backoffice@keynoteindia.net

List of Documentary evidence of Financial Details:
Copy of ITR Acknowledgement (For last financial year);
Copy of Form 16 in case of salary income (Last financial year);
Net worth certificate (latest or as at the end of last financial year);
Salary Slip (for one month in current financial year);
Bank account statement (for last 6 months);
Copy of latest Demat Account holding statement.

List of Documentary evidence of Financial Details (in case of company accounts):
Copies of the balance sheet for the last 2 financial years (copies of annual balance sheet to be submitted every year duly attested by CA);
Copy of ITR Acknowledgement (For last two financial years);
Copy of Annual Report (last two financial years - for non individuals - duly attested by CA);
Net worth certificate (latest one or at the end of last financial year - duly attested by CA)

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