SANCHIT FINANCIAL & MANAGEMENT SERVICES LTD.

Policy regarding treatment of Inactive Accounts

Sanchit Fin & Mgt. Services Ltd (SFMSL) as a matter of policy accepts and realizes that the Investors' community is made of traders as well as investors Where as traders trade Frequently, the investors trade with long gaps The Inactive client policy is framed Keeping the same in mind:

When is a client declared to be "inactive"?

A client may be declared as "inactive" for any of the following reasons:

A) **PASSAGE OF TIME**

Any client who has not traded continually for a period of 1year and has also not renewed his/her running account authorization, shall automatically be moved to the "inactive" category

B) **CLIENTS' REQUEST**

A client may write to SFMSL stating that he/she wishes to transfer his/her account Into an "inactive" category, based on which the account will be marked as such

C) **OPERATION OF LAW**

A client may also be declared as "inactive", if the law so requires

What happens when a client is declared inactive?

On a client being declared inactive:

a) Trading in the clients' account is stopped
b) All the securities of the client are transferred in to the last known demat account of the client
c) All the funds of the client are returned to the client
d) In case the demat account/ bank account details are not available and the client is not contactable, the securities/ funds are transferred into a separate account of SFMSL and held till such time SFMSL hears from the client or their representatives

Procedure for re-activation of inactive accounts

To reactivate the account, the client is expected to write to SFMSL requesting for re-activation of the account, based on which the account would be activated after due

Diligence by SFMSL. Format of request letter for re-activation of inactive accounts is available on SFMSL website https:\\www.sanchitshare.com

DEBIT TRANSACTION IN DORMANT DEMAT ACCOUNTS:

The Demat accounts wherein no debit transaction had taken place for a continuous period of 6(six) months shall be flagged as Dormant/Inactive accounts. Additional due diligence would be observed over and above the normal verification procedure while processing any debit transactions in such accounts. The transaction shall also be verified with the BO in case of high value debits and the details of the process, date, time, etc., of the verification on the instruction slip shall be recorded under the signature of a Sen ior Official. The above stated policy may vary depending on various rules, regulations and bye laws as may be prescribed by SEBI, exchanges or any other authority or as per Internal Policy of SFMSL from time to time. This Policy for dormant accounts is over and above the transaction monitoring in Dormant Account as per anti Money Loundering Policy of the Company.

Date:_____

Sanchit Fin.& mgt. Services Ltd.
381-A Green Avenue
AMRITSAR 143001

Dear Sir/s,

<div align="center">Sub: Request for Re-activation of trading A/c</div>

This has reference with Trading A/c bearing Client Code_____, opened by me with
You for the purpose of trading on NSE CM / NSEFO BSE
(Please tick the relevant segment)

As on date, my said account is inactive due to the fact that I have no undertaken any
Transaction in the said account for more than last 1year. But now, I want to operate the
Said account. There fore. I request you to kindly re-activate my said trading account.

As required, a copy of my PAN Card is enclosed herewith.

Regards,

Yours' truly,

(_____)
Signature-
Name-
Client Code-

Encl: A copy of my PAN Card