

## **Policy for Inactive Clients**

We have a procedure of marking client code in back office master as 'inactive' if the code remains inactive for more than twelve months. The directors of the company and client are informed over telephone or other means of communication.

The codes are reactivated only after receiving written communication from the respective client and updated KYC information along with latest documents duly attested. The activation is done only after the advice & approval of the compliance officer and is confirmed over telephone or other means of communication to the client.