



**IDFC Bank Limited**  
**Inactive Accounts Policy**  
**(Version 2.0)**



IDFC BANK

**Internal Document**

<b>Inactive Accounts Policy</b>	
<b>A. Background</b>	As per extant guidelines of SEBI, all the trading members are required to have an appropriate policy framework regarding the treatment of inactive accounts which should, inter-alia, cover aspects of time period, return of client assets and procedure for reactivation of the same. This has reference to SEBI Notification no: MIRSD/SE/Cir-19/2009 dated December 03, 2009 and the exchange circulars NSE/INSP/13606 dated December 03, 2009 and BSE Notice no 20091204-7 dated December 04, 2009.
<b>B. Scope of the Policy</b>	This policy highlights a framework for the treatment of inactive client accounts trading on the Exchange Traded Currency Derivatives segment through IDFC Bank.
<b>C. Definition of “Inactive Accounts”</b>	A trading account which has no trades for a continuous period of six months and has no outstanding position in the currency derivatives segment of any Exchange would be termed as “Inactive” or “Dormant” trading account.
<b>D. Treatment on identification of an inactive account</b>	<ul style="list-style-type: none"><li>• On marking a client account as “inactive”, an e-mail intimation would be sent to the front office &amp; client.</li></ul>
<b>E. Reactivation of inactive client accounts (less than a year)</b>	<ul style="list-style-type: none"><li>• A separate re-activation letter or mail from registered e-mail ID of the client is required from the client for reactivation of an account marked as “inactive”.</li><li>• On receiving above request, IDFC Bank will mark the client as active.</li></ul>

<p><b>F. Reactivation of inactive client accounts (more than a year)</b></p>	<p>To reactivate an account which is inactive for more than a year, following documents need to be submitted by the client</p> <ol style="list-style-type: none"> <li>1. Request letter for Reactivation through registered e-mail or re-activation letter</li> <li>2. Documentary evidence of financial details (any one)             <ol style="list-style-type: none"> <li>2.1 Copy of latest ITR Acknowledgement</li> <li>2.2 Copy of latest Annual Accounts</li> <li>2.3 In case of salary income - Salary Slip, Copy of Form 16</li> <li>2.4 Net-worth certificate</li> <li>2.5 Bank account statement for last 6 months</li> </ol> </li> <li>3. Self-attested Identity Proof of Applicant (only for Individuals)</li> </ol> <p>On receipt of the required documents as listed above, the bank shall mark the client as active. Accordingly, the client would be given limits based on the collaterals placed with the bank.</p>
<p><b>G. Responsibility Matrix</b></p>	<p>The process of monitoring inactivity period of six months will be done by Treasury Back Office.</p>
<p><b>H. Review</b></p>	<p>The Policy shall be reviewed at least on an annual basis or at earlier intervals, if there any regulatory changes necessitating such interim reviews.</p>

Annexures



Form IV - REQUEST FOR RE-ACTIVATION