CFS Financial Services Pvt. Ltd.

POLICY FOR INACTIVE ACCOUNTS

Inactive (Dormant) Accounts

i. Client Accounts where the client has not traded for 1 year and does not have outstanding position in F&O Segment would be treated as Inactive (Dormant) accounts. To ensure complete security of Client Accounts and Assets CFS Financial Services Pvt. 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 order) either through Online mode or by calling / visiting its branch.

ii. If there is no transaction in the Client's account during the next three financial years, subsequent to the financial year in which the account is made operational or if there is no securities transactions done consecutively for three financial years, such account will be classified as permanently inactive.

Reactivation Of Client Accounts Category i

The Client 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 service branches or Centralized Back Office at 0129-4263636 or by sending documents directly to the address mentioned below:

CFS Financial Services P. Ltd.
DSS No. 13 & 14, HUDA Market,
Sector – 30, Faridabad,
Haryana – 121001.

Documents Required For Account Reactivation

1. Account Reactivation Form (Dormant Form)
2. Financial Proofs (List of Valid Proof is mentioned below) and
3. Running Account Authorization

Reactivation Of Client Accounts Category - ii

The cases falling under the category – ii, if the Client wishes to re-establish the relation with the Company, he / she have to open the account afresh by filling up a new KYC form.

Fund / 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 the Centralized Back Office through phone at 0129-4263636.

List of Documentary Evidence Of Financial Details (Individuals)

Copy of Income Tax Return acknowledgment, Copy of Form 16, Salary Certificate, Bank Statement Of 6 Months, DP Holding Statement, Networth Certificate.

List of Documentary Evidence Of Financial Details (Corporate)

Copies of Balance Sheet, P&L Accounts and Annual report for the last 2 financial years, copy of ITR acknowledgment, Networth Certificate (duly attested by CA)