

# MANOG SECURITIES PVT. LTD.

(MEMBER : NATIONAL STOCK EXCHANGE OF INDIA LTD.)

CIN : U74899DL1994 PTC061419

## Account Closure Policy

|                       |                                  |
|-----------------------|----------------------------------|
| Entity Name           | Manog Securities Private Limited |
| SEBI Registration No. | INZ000278434                     |
| Compliance Officer    | Pawan Pratap Singh               |
| Date of Adoption      | 23-JAN-2026                      |

### 1. Policy Statement

Manog Securities Pvt Ltd shall process client account closure requests in a fair, transparent, and timely manner in compliance with SEBI Master Circular 2025/90 para 24.

### 2. Closure Procedure

#### 2.1 Initiation

- Client submits a written closure request — letter, email, or online portal
- Oral or telephone-only requests are not accepted — written confirmation mandatory
- Firm acknowledges receipt within **1 working day**

#### 2.2 Pre-Closure Checklist

- All open positions squared off
- All pending settlements completed
- All outstanding dues / debit balances recovered from client
- Credit balance (if any) identified for refund

### 2.3 Processing

- Credit balance refunded to client's registered bank account within **7 working days** via NEFT/RTGS
- DDPI revoked and client's demat account delinked from the Firm's pool account within **7 working days**
- UCC status updated as 'Closed' in Exchange UCC database within **7 working days**
- Client sent Closure Confirmation by email
- All account records retained for 5 years from closure date

### 3. Account Closure Request Form

#### ACCOUNT CLOSURE REQUEST FORM

To: **Manog Securities Pvt Ltd**

**C3/3089 Vasant Kunj, New Delhi-110070**

I/We \_\_\_\_\_ request closure of my/our Trading Account Number \_\_\_\_\_.

Reason (tick):  Service issues  High charges  Shifting to another broker  Residency status change  Other: \_\_\_\_\_

I/We confirm: all open positions are / will be squared off; all settlements are completed; credit balance may be refunded to my/our registered bank account; debit balance if any will be paid before closure.

|           |       |
|-----------|-------|
| Name      | _____ |
| Signature | _____ |
| Date      | _____ |
| Place     | _____ |

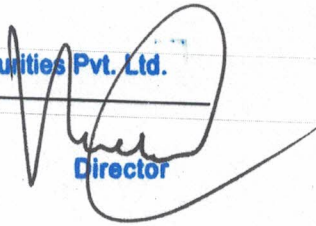
*Note: All holders must sign for joint accounts. Affix entity seal for non-individual clients. Closure processed within 7 working days of complete request with zero open positions and zero dues.*

## Policy Review

|               |   |
|---------------|---|
| Last Reviewed | 11-FEB-2026                             |
| Reviewed By   | Pawan Pratap Singh (Compliance Officer) |
| Approved By   | Director                                |

For and on behalf of: Manog Securities Pvt Ltd

|                      |                                       |
|----------------------|---------------------------------------|
| Authorised Signatory | Mr.Vivek Gupta                        |
| Designation          | Director                              |
| Date                 | 11-FEB-2026                           |
| Signature            | <b>For Manog Securities Pvt. Ltd.</b> |



Director