



MANOG SECURITIES PVT. LTD

(MEMBER : NATIONAL STOCK EXCHANGE OF INDIA LTD.)

CIN : U74899DL1994PTC061419

Dormant / Inactive Account Policy

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

1. Definition

Manog Securities Pvt Ltd's trading account shall be classified as **Inactive / Dormant** if there has been no buy or sell order in the account for **12 consecutive calendar months**.

2. Classification Process

- System generates dormancy list on last trading day of each month — accounts with no trade for **12 months**
- Compliance Officer approves list within **5 working days**
- UCC status updated as 'Inactive' in Exchange database within **7 working days**
- Client notified by SMS and email
- All dormant accounts placed under enhanced surveillance — any debit activity triggers immediate Compliance Officer alert

3. Reactivation Procedure

3.1 KYC Verification Before Reactivation

- Verify KYC compliance status in CVL / CKYC system
- Confirm registered bank account is active — OTP/PENNYTEST verification
- Confirm mobile number and email are valid — OTP verification
- Confirm PAN-Aadhaar linkage is active

If any KYC detail has changed: fresh document submission and IPV / V-KYC required.

3.2 Reactivation Timelines

- Reactivation processed within **3 working days** of complete request with verified KYC
- UCC status updated as 'Active' in Exchange database within **1 working day** of reactivation
- Reactivated accounts placed under **enhanced surveillance for 30 days** post-reactivation — sudden large trading to be reviewed by Compliance Officer

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4. Reactivation Request Form

REACTIVATION REQUEST — INACTIVE / DORMANT ACCOUNT

To: **Manog Securities Pvt Ltd**

Client Code: _____ Date: _____

I/We _____ request reactivation of my/our account (UCC: _____) inactive since _____.

I/We confirm: KYC documents submitted at account opening remain valid and unchanged (OR fresh documents are submitted herewith). Bank account, mobile, and email are current and unchanged.

Update if changed:

Address	_____
Mobile No.	_____
Email ID	_____
Bank A/c No.	_____

Signature	_____
Date	_____

Note: Address changes require Account Modification Request with self-attested proofs. Non-individual clients: affix entity seal.

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	<u>Director</u>
Date	<u>11-FEB-2026</u>
Signature	<u>For Manog Securities Pvt. Ltd.</u>

Director