

**DORMANCY POLICY (AS PER FMC LETTER December 7, 2009)**

**1. Introduction**

Reliance Commodities Limited (RCoL) is a FMC Registered Market Intermediary engaged in retail broking business in Commodity derivative market. FMC's directives of letter no.9/1 /2009-MKT-1 dated December 7, 2009 on dealing with the inactive client's accounts forms the basis of formulating and implementing this Policy.

**2. Scope of the Policy**

The scope of this policy is to formulate clear guidelines for identification, suspension and reactivation of client codes which have been categorized as inactive as per the RCoL Inactive Client's Account Management Policy.

**3. Definitions & Abbreviations**

Client	:	A person (including a corporate body) who has been enrolled as a client of RCoL under an agreement/contract.
Inactive Accounts	:	An account where there have been no trades for defined period shall be defined as dormant accounts.
Suspended Accounts	:	An account which has been disabled so that no trading is allowed is termed as suspended accounts.
Management	:	Management of Reliance Commodities Limited
Risk Management Committee	:	A Committee appointed by the Board of Directors to mitigate risk factors.
RCoL / The Company	:	Reliance Commodities Limited (RCoL), a Company incorporated under the Companies Act 1956, and has been admitted as a trading cum clearing member of National Commodities and Derivatives Exchange (NCDEX), Multi Commodity Exchange of India Limited (MCX), ACE Commodity Exchange (ACE), Indian Commodity Exchange (ICEX) and National Multi Commodity Exchange (NMCE) {herein after referred to as Multi Commodity Exchange(s)}
FMC/ the Regulator	:	The Forward Markets Commission of India

**4. Inactive Account Criteria:**

A client shall be marked inactive in case the client has not executed any trade during the last 6 months with Reliance Commodities Limited in any of commodity exchange.

**5. Identification & suspension**

The process of identifying the dormant accounts based on the above mentioned criteria shall be run either weekly basis post the EOD activities for the day. Accounts identified as dormant shall be flagged as dormant in the trading system, back office system. Intimation to the client in the form of an email / SMS shall be sent to the client informing that the client account has been made inactivate due to the dormancy.

**6. Reactivation**

**Offline Process:** For activation of such accounts, clients shall be required to submit a written request to the customer support at the branches along with the copy of PAN.

**Online Process:** Clients shall also be given an option to reactivate the accounts by providing details such as User ID + PAN + Registered Email Address on trading portal.



## TRADING ACCOUNT REACTIVATION LETTER

To,  
**Reliance Commodities Limited**  
11th Floor, R-Tech IT Park,  
Western Express Highway,  
Goregaon (East)  
Mumbai 400 063

**Sub: Request for Trading Account Reactivation**

**Ref : Client Name :**

**Client Code :**

Dear Sir / Madam,

This is to inform you that I am maintaining the above mentioned Commodities Trading Account with you. However, as I have not been transacting for a long period you have marked the same has been deactivated and marked as dormant.

As I would like to start trading under the said account, once again, you are requested to reactivate the same. I am enclosing herewith self attested photocopy of my IT PAN Card.

I hereby declare and confirm that there is no change in my KYC Details provided to /updated with you and I undertake to inform any changes therein immediately.

Thanking you,

Yours faithfully

**(Client Name &Signature)**

**Encl: Self attested photocopy of IT PAN Card**

**P.S.: In case of any changes in KYC details clients are requested to contact as under.  
Tel: 022-33201212 / e-mail: customer.support@reliancecommodities.co.in**