

## Request Letter for activation of Dormant Trading Account

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To,

**Spark Family Office and Investment Advisors (India) Private Limited**

No. 1, 3<sup>rd</sup> Floor, First Crescent Park Road,

Gandhi Nagar, Adyar, Chennai – 600 020

Dear Sir/Madam,

**SUB: Request for reactivation of the Trading Account.**

Ref: Client / Trading Account No: \_\_\_\_\_

I/We, having the above referred Trading Account maintained with you based on duly filled and signed Client Registration Form along with the relevant KYC supporting documents provided by me/us at the time of Opening the Trading Account. Due to some unavoidable reasons, I/we could not place/execute any trades/orders in the said account, since last 12 months, resulting in the account been kept under “Inactive” mode at your end as “Dormant Account”. However, I/we have decided to start the trading activity and hence request you to kindly “Reactivate” the Account to enable us to trade in the account.

1. I/We request you to activate my/our Trading Account for the following Trading Segments:

Stock Exchange	Please sign for the segments you want to activate
NSE Equity	Signature of Client
NSE Derivatives	Signature of Client
BSE Equity	Signature of Client
BSE Star MF	Signature of Client

2. KYC details for Client (Mandatory)

Name			
Address			
	Phone No.		
Mobile No. (Mandatory)			
E-Mail ID (Mandatory)			
Income Range (Per Annum) (Tick Mark)	Below Rs.1lac <input type="checkbox"/>	Rs.5 lacs to Rs.10 lacs <input type="checkbox"/>	Above Rs.25 lacs <input type="checkbox"/>
	Rs.1 lac to Rs.5 lac <input type="checkbox"/>	Rs.10 lacs to Rs.25 lacs <input type="checkbox"/>	Above Rs.1 Cr. <input type="checkbox"/>
Value of Investment/Holding			
Net worth (Company)	Rs. _____ as on ____ / ____ / ____		
* Number of years of investment/trading experience:			
Please tick, if applicable: Politically Exposed Person (PEP) <input type="checkbox"/>			
Related to a Politically Exposed Person (PEP) <input type="checkbox"/>			

3. I/We am/are enclosing here with the proof for latest financial information. (Compulsory for activation of trading in F&O)

- ☐ Latest IT Return
 ☐ Net-worth Certificate
 ☐ Last Six Months Bank Statement  
☐ Latest DP Holding Statement
 ☐ Form 16/ Latest Salary Slip
 ☐ Latest Balance Sheet

4. I/We have read & understood the Right & Obligation, Risk Disclosure Documents, Policies and Procedures, Do's & Don'ts etc. available on your website to current trading practices and I agree to abide by the same.

5. I / We herewith attach self-attested latest copies of below mentioned documents:

- ☐ Pan Card  
☐ Aadhar Card  
☐ Address Proof (if it's differed other than Aadhar details)  
☐ Bank Statement & cancelled cheque  
☐ Financial Proof (Compulsory for trading in F&O)

6. I also declare that there is no change in my tax residency submitted to you earlier. (In case of change, please submit FATCA/CRS self-certification Form duly signed).

☐ I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/We undertake to inform you any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading, I/We am/are aware that I/We be held liable for it. In case of any further information / details / documentation required by you; I/We give my/our commitment to adhere to the same.

Name (s) of the Client/Authorised Signatory

Signature of Client /Authorised Signatory

Date:

Place:

**For Office Use only**

	<u>In person Verification done by:</u>	<u>Documents Verified with originals by:</u>
Branch Code (if applicable)		
Name of the Employee/AP		
Employee Code/AP Code		
Designation of the Employee		<u>Activation Done by:</u>
Date		
Signature		