

**ANNEXURE III:REQUEST LETTER FOR CLOSURE OF TRADING
ACCOUNT**

To
The Branch Manager
Branch:

Dear Sir,

I am having a trading a/c with *(Anand Rathi Share and Stock Brokers Ltd) vide client code _____ and D-Mat ID _____ . I would like to close my trading account as

Reasons:

- Unhappy with service.
- Moving residence, no Anand Rathi Branch near residence/ office.
- Moving from the city, no convenient branch in new city.
- Others

If Others: -----

I request to please close my account bearing client code _____ with immediate effect.

Client Details

Name	
Address	
Contact No.	

I certify that there are no dues pending w.r.t funds and securities in my account.

Yours truly,

Signature of Client:

Verification by branch Manager:

Branch: _____

Dated: _____

	Remark	On Date	Confirmed by	Yes/No
CRF Collected *	BSE/NSE/F&O/Commodities		Branch	
Deactivated from RMS & EDP	By By		RMS & EDP Dept.	
Complaint pending (if any)			Branch Head	
Ledger Balance	Amount: Rs		Branch Head	
Shares Transferred			Branch Head	
Remarks:			Branch Head	
If Client shifting (New code)			New Branch	

- Strike out if not applicable.
- Note: If all the answers are not Yes the transfer will not be valid from Compliance point of view

Signature & Name of branch manager: