

Request Letter for Issue of DIS Booklet Without Requisition slip.

To,  
Bhogilal Trikamlal Sec Pvt Ltd.  
Mumbai-400023.

Date:-

Client Id:

DP Id:

Re: Issue Of DIS Booklet without Requisition Slip

Dear Sir/ Madam,

I/We am/are having above-mentioned Demat Account With Bhogilal Trikamlal Sec Pvt Ltd. I/We am/are unable to produce Requisition slip for getting fresh Delivery Instruction Booklet issued to me/us. You are requested to issue me/us a fresh booklet against this request letter.

Old Book No:                      & Slips from                      to

Reason: \_\_\_Lost\_\_\_\_\_

Yours Faithfully,

(Signature Of 1<sup>st</sup> holder)      (Signature Of 2<sup>nd</sup> holder)      (Signature Of 3<sup>rd</sup> holder)

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Received the instruction booklets numbered as under:

Book No :                      & From No                      To

(Signature Of 1<sup>st</sup> holder)      (Signature Of 2<sup>nd</sup> holder)      (Signature Of 3<sup>rd</sup> holder)

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- ❖ Instruction booklet will be collected in person \_\_\_\_\_
  - ❖ Please send the instruction booklet to the bearer, we hereby attest his/her signature \_\_\_\_\_
  - ❖ Please send the instruction booklet by post/courier. \_\_\_\_\_

please follow the following with respect to issue of Instruction Booklet

1. One of the holders has to come personally with his proof of identity\*.
2. Request letter has to be signed by all holders.
3. In case of clarifications please speak to Head.

\*Original (For Verification ) Photocopy of photo Identity eg. Election I Card/Pan Card /Photo Credit Card/Passport/Driving Licence/Emp I Card/ Photo Club membershipCard.

Please Note:

Bearer is authorized to collect the instruction booklet ONLY Through the requisition Slip  
You can send the Requisition Slip from any type of your previous books of the Same Client id along with the bearer to get the new book.

In case of Non-Availability of the Same, One of the holders will have to visit BTSP with any original proof+Xerox of the Photo Identification (Pan Card Or Election card OR Driving License OR Passport)