

Trading Account Closure Letter

I Kay Holding Co. Pvt. Ltd.
401, Shakuntala Building,
59, Nehru Place ,
New Delhi-110019

Date:/...../20.....

Dear Sir,

Sub: Request for closure of Trading Code: (Client ID)

I/We Hereby would like to close my/our above mentioned account held with your organization. Kindly remit my balance amount, if any as full and final settlement and transfer the shares to my Demat Account after the recovery of dues if any towards me.

Trading Account Details

PAN Mobile No Email ID
Address:
City..... State PIN.....

Thanking You

Yours Sincerely

(Client Sign/Authorise Signatory)

IMPORTANT NOTE:-

- Please note that incase of accounts opened in the name of Proprietorship I Partnership I HUF I Corporate I Trusts, stamp of the respective entity has to be affixed along with the signature.
- You are required to transfer or sell the stocks available in your DematIMargin account, before closing the account.
- You are required to clear off all the outstanding dues before submitting the request for closing the account.
- In case you have a credit balance in your trading account, the balance amount will be sent to you at your mailing address.

For Office Use Only (For Branch & Intermediary)

Name & Signature of Relationship Manager

Relationship Manager Name

RM Sign

Name & Signature of Branch Head

Head Name

Head Sign

Reason for Closing _____

For Office Use Only (Head Office)

1	2	3	4	5	6
Date_____	Date_____	Date_____	Date_____	Date_____	Date_____