

**Request letter for issue of instruction booklet.**

To,  
Ghalla Bhansali Stock Brokers Pvt. Ltd. (DP Id-IN301854)  
Dadar (East), Mumbai - 400 014.

Dear Sir/Madam,

I/We having Client Id \_\_\_\_\_ kindly request you to issue me/us \_\_\_\_ booklet of Market Trade/ Pledge / Inter-Depository slips as I/we are unable to produce requisition slip issued to me for below mentioned reason.

- (1) Booklet misplaced/lost (2) Request slip misplaced/lost.  
(3) Inter-depository booklet not issued. (4) Trade is to be executed urgently.  
(5) Pledge not issued. (6) Others (specify) \_\_\_\_\_

Name of the Holder(s)	Signature of the Holder(s)
1) _____	_____
2) _____	_____
3) _____	_____

**Requirement – 1) Latest Demat transaction statement & Photo Identity proof of all holder(s).**  
**2) All Documents to be self attested by holder(s).**  
**3) Xerox to be taken on A4 size paper.**

**Note :-** 1) For misplaced/ lost delivery instruction per booklet Rs.100/- will be charged.  
 2) Do not use old instruction booklet as it will be cancelled in case of lost/misplaced.  
 3) In case of request slip misplace/lost provided the old booklet for verification.

**For office use only:**

**Approved By:** \_\_\_\_\_

Received the instruction booklets numbered as under:

**New Book No. :** \_\_\_\_\_

**New Slip Series :** From AA00 To AA00

**Received by:** Name \_\_\_\_\_ Signature \_\_\_\_\_

**Against the Blocking of Series No. From** \_\_\_\_\_ **to** \_\_\_\_\_

**From** \_\_\_\_\_ **to** \_\_\_\_\_

**From** \_\_\_\_\_ **to** \_\_\_\_\_