

RCSPL SHARE BROKING PVT LTD.

NSDL

"10 Mill Officers Colony, B/H Old RBI, Ashram Road,
Ahmedabad 380009

NON-LEVY CHECK list for CLOSER OF ACCOUNT

(To be filled by Branch-Compulsory)

RCSPL Client Id :-	
1st Holder Name:-	
2nd Holder Name:-	
3rd Holder Name:-	

*Please find here with following Documents
(Please Tick enclosed Documents)*

- Annexure-Q(NSDL)** Application for closing An account duly filled and signed by Holder(s)
*Write all the details including **Target DP Name, DP Id and Client Id.***
- Latest Client Master Report** of Target Client Id in "**CRYSTAL FORMAT**" (provided by NSDL) duly **Stamped and Signed by Target DP.**
Note: - (Back office Client Master Report will not be accepted in any case)
- Duly Filled & Signed Attachment sheet (Fill latest Holding)
- Copy of PAN card of Account Holder(s) duly signed by Holder(s).
- Application Letter for Cancellation of Instruction Slip(s)
- Account Suspension letter *(If demat account cannot be Close due to Inactive ISIN)*

Received By

Employee Name:-	Received Date:-
E-Code:-	Received Time :-
Debit amount collected (If any) Rs.:-	Branch Name:-

FOR H.O. USE ONLY

No. of Days	No. of Scripts	Portfolio Value
Checked By:-	Authorised By:-	

	RCSPL SHARE BROKING PVT LTD. "10 Mill Officers Colony, B/H Old RBI, Ashram Road, Ahmedabad 380009	NSDL DP ID IN
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Annexure-Q

Sr. No. _____

APPLICATION FOR CLOSING AN ACCOUNT (For Beneficiary Account only)

DATE: - ____ / ____ /20 ____ .

To,
RCSPL Share Broking Pvt. Ltd.
10 Mill Officers Colony, B/H
Old RBI, Ashram Road,
Ahmedabad – 380009

Client ID (of account to be closed)							

1 I / We hereby request you to close my/our account with you as per following details:

Name of the Holder(s)	
Sole/ First Holder	
Second Holder	
Third Holder	

2 Reason/s for Closure of depository account:- _____

3 Please tick the applicable option(s)

<input type="checkbox"/> Option A : - There are no balances / holdings in this account													
<input type="checkbox"/> Option B : - Transfer the balances / holdings in this account as per details given													
<input type="checkbox"/> Transfer to my / our own account (Provide target account details and enclose Client Master Report of Target Account)													
Target Account Details: -	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL												
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">DP ID</td> <td style="width:20%;"></td> <td style="width:20%;"></td> <td style="width:20%;"></td> <td style="width:20%;"></td> <td style="width:20%;"></td> </tr> <tr> <td>Client ID</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	DP ID						Client ID					
DP ID													
Client ID													
<input type="checkbox"/> Transfer to any other account (Submit duly filled Delivery Instruction Slip signed by all holders)													
<input type="checkbox"/> Option C : - Rematerialise / Reconvert (Submit duly filled Remat / Reconversion Request Form-for mutual fund units)													

4 Signature(s)

Sole/First Holder	Second Holder	Third Holder
Accepted Date & Time	Bill Amount Bill Date	Payment Recd. (Amt)
Discount (If Any)	Authorised Signatory	Verified by Date of Recpt.
Closed By		

Received By _____ at Branch Name _____

Acknowledgement

Sr. No. _____

We hereby acknowledge the receipt of your request for closing the following Account subject to verification:

DP ID	I	N								Client ID						
Name of Sole/First Holder :																
Name of Second Holder :																
Name of Third Holder :																

Accepted By: _____ Date: ____ / ____ /20 ____ . For, RCSPL(Authorised Signatory)

Application Letter for Cancellation of Instruction Slip(s)

Date:- ____/____/20____.

To,
RCSPL Share Broking Pvt. Ltd.
10 Mill Officers Colony, B/H Old RBI,
Ashram Road,
Ahmedabad – 380009 (Gujarat)

Dear Sir,

Sub:- Request for Cancellation/Suspension of Instruction Slip issue in

Demat Account No. :-

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I/We have given request for Closer of Account with Transfer of securities for above mentioned client id, we here with request you to **Cancel / Suspend ALL UNUSED Instruction Slip issue in subject Demat account.**

I/ We assure you that such Instruction slip will not be use by us in any manner in future.

Thanking You.

Yours Faithfully,

	Name of the Holder(s)	Signature of Holder(s)
1 st Holder		
2 nd Holder		
3 rd Holder		

For Office Use only

Signature Verify By:	Application Received By:
Date: ____/____/20____ Time: _____	Slips Cancelled By:

To,
Manager-DP
RCSPL Share Broking Pvt. Ltd.
10 Mill Officers Colony, B/H Old RBI,
Ashram Road,
Ahmedabad – 380009 (Gujarat)

વિષય : ડીમેટ એકાઉન્ટ FREEZE/SUSPEND કરવા બાબત.

માન્ય સહેબશ્રી ,

અમો આપની DP (DP ID-IN) મા Client Id _____ ધરાવીએ છીએ.

અમો હાલમા NON LEVY PROCESS થી આપની પાસેથી A/C બીજી DP મા ફેરવવા માટેની APPLICATION આપેલ છે, પરંતુ મારા A/C મા નીચે જણાવેલ ISIN કોઈપણ કારણોસર Inactive હોવાથી તે Transfer થઈ શકે તેમ નથી. જનુ લીસ્ટ નીચે મુજબ છે.:

Sr.	ISIN	Scrip Name	Qty	Status
1				
2				
3				
4				
5				

તો આપ સહેબશ્રીને વિનતી કરવાની કે મારા A/C મા રહેલ Inactive ISIN સીવાયની Scrip Transfer કરાવી આપશો અને મારુ ખાતુ FREEZE/SUSPEND કરવા વિનતી.

આપનો વિશ્વાસુ