

REQUESTION FORM FOR DIS RE-ISSUANCE, LOOSE SLIP ISSUANCE & STOP

INSTRUCTIONS

To,
HDFC SECURITIES LIMITED
I THINK TECHNO CAMPUS, 8TH FLOOR,
BLDG –B, KANJURMARG(E),
MUMBAI – 400 042

Dear Sir / Madam,

I / We the Sole Holder / Joint Holders / Guardian (in case of Minor) / Clearing Member request for the following as tick below. The details of my/our account are given below:

Account Holder's Details

DP ID										CLIENT ID								
Name of the First / Sole Holder																		
Name of the Second Holder																		
Name of the Third Holder																		

☐ Request for Issuance of Depository Instructions Slips (please tick)

Please supply _____ book(s) of depository instructions slips as per the details selected below. I/We agree that the instructions book will be dispatched by courier/ post/hand delivered at my / our risk and consequences. I/We shall not hold the depository participant liable in any manner whatsoever in respect of such dispatch on instruction book to the address recorded in my/us demat account. I/We confirm the original re-issue request has been misplaced / lost.

Type of Booklet: ☐ Delivery Instruction booklet ☐ Pledge Instruction booklet ☐ Inter-depository booklet

☐ Request for STOP INSTRUCTION (please tick)

Request you to stop mark the delivery instruction slips as per reason mention below : (please tick appropriate reason).

☐ Book lost ☐ Slip lost ☐ Closure of Account ☐ Other reason (if any) _____

Sr no	Instruction Type	Slip series	Slip Number(s)	
			From	To
1				
2				

☐ Request for LOOSE SLIP ISSUANCE (please tick)

Please issue me/us loose slip for _____ (type of instruction) for executing my / our demat transactions since _____ (reason of loose slip issuance).

I/We agree that the instruction slip will be collected across the counter at my risk/consequences. I / We shall not hold the depository participant liable in any manner whatsoever in respect of DP processing the loose slip issued.

Note:

1. For loose slip issuance all holders have to personally visit the branch & sign in front of the DP official.
2. All holder's have to carry the original ID proof for verification.
3. Please refer list of documents admissible as proof of Identity overleaf.

	First/ Sole Applicant	Second Applicant	Third Applicant
NAME OF APPLICANT			
SIGNATURE *			

For Office use	Attested by DP official that the customer has signed in my presence (Mandatory for loose slip issuance)		
Employee Name		Employee Code	
Employee Signature		Date	

REQUISTION FORM FOR DIS RE-ISSUANCE, LOOSE SLIP ISSUANCE & STOP INSTRUCTIONS

List of documents admissible as Proof of Identity

1. PAN card with Photograph
2. Unique Identification number (UID) (Aadhaar)
3. Passport
4. Voter ID card
5. Driving License

Instructions:

1. For reissue and stop instructions request , attach the latest transaction statement alongwith ID proof copy
2. For reissue and stop instructions request , if request is submitted by representative / third person then attach authority letter of customer on plain paper duly signed by all holders.
3. For issuance of loose slip, all holders must personally visit the branch / office of the DP.