

Date :

To,

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| COMPANY NAME & ADD. |
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Dear Sir / Madam,

Sub : Rejection of pending request and account closure

I / We have submitted the certificates of your company _____ having ISIN _____ for dematerialisation through Depository Participant _____ (name) having DP ID _____. Details of my/ our demat request(s) are given below –

| Demat Request Form no. (DRF no.) | Demat Request no. (DRN) | Date of setup of DRN | Certificate no(s). | | Distinctive no(s). | | Quantity |
|----------------------------------|-------------------------|----------------------|--------------------|----|--------------------|----|----------|
| | | | From | To | From | To | |
| | | | | | | | |
| | | | | | | | |

The aforesaid demat request(s) is / are pending for disposal for a long time. As I / we wish to close my / our BO account no. _____ and hold the above mentioned securities in physical form, I / We request you to reject the pending demat request and send physical certificates directly to me / us with intimation to my / our DP.

Yours faithfully,

Name and Signature of 1st holder : _____

Name and Signature of 2nd holder : _____

Name and Signature of 3rd holder : _____

Encl : Letter giving details of the demat request, duly signed and stamped by DP.

**cc : 1. DP name and address
2. Electronic connectivity RTA name and address**