

# ACCOUNT CLOSING LETTER

From

Client Name .....

Client Address .....

.....

.....

Telephone Number .....

To

The Manager  
Inditrade Derivatives & Commodities Ltd  
XXXVI – 202, J J Complex,  
Dairy Methanam Road,  
Edappally, Kochi – 682 024

Ref: Close my Trading Account .....

This letter is to inform you that I wish to close my trading account at your institution. Please close the above said trading account and send a cheque for the remaining balance to my address or transfer the same to my bank account registered with you. If you have any questions regarding this request, please contact me in writing or by telephone.

Thank you for your prompt assistance in this matter.

Sincerely,

(Signature with Name)

Date

<b><u>To be filled by the Dealing Branch Manager</u></b>	
Is there any Open Positions in this account?	
Financial Balances if any?	
Pool Account / Collateral Stocks if any?	
Is there any pending complaints /issues?	

BM's Name

BM's Signature

Date:

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## **ACKNOWLEDGEMENT RECEIPT**

Inditrade Derivatives & Commodities Ltd , XXXVI – 202, J J Complex, Dairy Methanam Road, Edappally, Kochi – 682 024 Phone +91- 0484 – 3006000.

Date:

We hereby acknowledge the receipt of the Account Closing Letter

Client Name    Client Code No	<input type="checkbox"/>
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Note: Incomplete/Incorrect Information provided in the form, the account process may go slow /liable for rejection.

Note: Please check your bill and contracts on your mail ID regularly

For, Inditrade Derivatives & Commodities Ltd