

**ANNEXURE A**

**Specimen of Plain Paper request to be obtained from the account holder/s in case of loss of DIS Requisition Slip**

The Manager  
Axis Securities Ltd

Date \_\_\_\_\_

\_\_\_\_\_ Branch

Dear Sir,

**Re. – Client Id - \_\_\_\_\_ - Loss of DIS Booklet / Requisition Slip/First issue**

**TYPE OF BOOK: (TICK ANY ONE)**

- ACCOUNT TRANSFER  
 INTER DP

- I/We have lost the DIS Booklet which is in use and hence cannot produce the requisition slip from the DIS Booklet issued to me/us. I/we request you to please mark all the unused slip/s as 'Lost' in your records to avoid any misuse of the lost slips.

OR

- I/We have lost only DIS Requisition Slip of the existing DIS booklet which is in use. I/We confirm that following unused DIS Slips are available with us: Slip No. \_\_\_\_\_ To \_\_\_\_\_

OR

- First Issue of DIS Book

I/We request you to issue a new DIS BOOK to me/us on the basis of this request. I/We am/are enclosing copy of latest transaction statement of the Demat account received at our end.

Yours faithfully

\_\_\_\_\_  
Signature of Sole/1<sup>st</sup> Holder

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Holder

\_\_\_\_\_  
Signature of 3<sup>rd</sup> Holder

**Encls. – Copy of Latest Transaction Statement for the Demat account (Not Required In case of First Issue of DIS Book)**

\_\_\_\_\_  
**Signature of Bearer (To be obtained if bearer is to collect)**

**(\*Proof of Identity and Contact details of the bearer to be obtained)**

BEARER'S SIGNATURE ATTESTED BY	SIGNATURE
1 <sup>st</sup> Holder	
2 <sup>nd</sup> Holder	
3 <sup>rd</sup> Holder	

**FOR BRANCH USE ONLY - PARTICULARS OF DELIVERY INSTRUCTIONS ISSUED TO THE CLIENT**

STARTING SR. NO. _____	ENDING SR. NO. _____
NO. OF INSTRUCTIONS _____	DATE OF ISSUE ____/____/____
ISSUED BY (NAME) _____	SIGNATURE OF THE ISSUER _____

Instructions for Branch:

- (1) Branch confirmation must be provided for Dormant Accounts.
- (2) Signature of the Account Holder(s) should be verified by branch on the request & Transaction Statement
- (3) Proof of Identity and Contact details of the bearer to be obtained
- (4) Copy of DIS Issuance Register with bearer details & signature should also be sent through e-fax

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