

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/1st Holder

Signature of 2nd Holder

Signature of 3rd 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
1st Holder	
2nd Holder	
3rd 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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