

Date:

To,
Company Name and Address

Dear Sir / Madam,

Sub: Rejection of pending demat request and account closure

I / We have submitted the certificates of your company _____ having ISIN _____ for dematerialisation through Depository Participant **SPA Securities Limited** having DP ID – **12058600**. 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