

**REQUEST FOR NEW INSTRUCTION SLIP BOOK.**

To,  
**The Manager,**  
**Kotak Mahindra Bank Ltd.**  
 5th Floor, Vinay Bhavya Complex  
 3<sup>rd</sup> Floor, Pandurang Budhkar Marg,  
 Mumbai: 400 098.

Reg: Client Id: \_\_\_\_\_ DP ID IN302814

Dear Sir/ Madam,  
 Please supply me/us with \_\_\_\_\_ book/s of instruction slips each according to the collection instruction below. I/We agree that the Instruction slip book be dispatched by courier at my/our risk and consequence. I/We shall not hold the Bank liable in any manner whatsoever in respect of such dispatch of the instruction book/s to the following address:

**Name/s:**

**1<sup>st</sup> Holder:** \_\_\_\_\_ **2<sup>nd</sup> Holder:** \_\_\_\_\_ **3<sup>d</sup> Holder:** \_\_\_\_\_

**Address:**

**Reason for not producing the original requisition slip:** \_\_\_\_\_

**I / We hereby authorize you to cancel all unused leaflets ranges against the above captioned client Id in your records for safety measure. (ONLY IN CASE OF INSTRUCTION SLIP BOOK OST).**

**TYPE OF ACCOUNT:**

<input type="radio"/> Clearing Member pool A/c.	<input type="radio"/> Individual A/c.
---	---------------------------------------

**TYPE OF BOOKLET:**

<input type="radio"/> DIS	<input type="radio"/> Pay-in	<input type="radio"/> InterSettlement	<input type="radio"/> Pledge
<input type="radio"/> InterDepository	<input type="radio"/> Pay-out	<input type="radio"/> Pool to Pool	<input type="radio"/> Others

I/We confirm that I/We have read, prior to writing of instruction slips, the conditions subject to which instruction books are currently issued, as printed on the inside of front cover of the instruction slip book and agree to be bound by such other conditions relating there to form time to time in force. I/We agree acknowledge the need to exercise extreme care while issuing instructions slips and agree that I/We will not issue instructions by means which may enable a slip to be altered in manner which is readily not detectable.

Yours Sincerely,

(Signature of sole/ First Holder)

(Signature of Second Holder)

(Signature of Third Holder)

**Serial no. of the delivery Instruction slip Issued :** \_\_\_\_\_

Authorised and issued by: Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please note the following with respect to the Issue of the Delivery Instruction Booklet.**

1. One of the Holder/s has to come personally with his Proof of Identification.\*\*
2. Request Letter has to be signed by all the holders.
3. Authorisation to the Bearer should be avoided as a security measure.
4. Latest Transaction statement of the Demat account to be provided.

\*\*Original for Verification and Photocopy of Passport / Emp I Card / Driving Lic. / Photo Credit Card / Election Id / Pan Card can be given as Proof of Identification by the holders