

REQUEST LETTER FOR UPDATION

To,
Indo Thai Commodities Private Limited
Capital Tower, 3rd Floor, Plot Nos. 169A-171,
PU-4, Scheme No. - 54,
Indore, Madhya Pradesh 452 010.

CLIENT NAME: _____ **CLIENT CODE :** _____

Dear Sir/Madam,

I/We request you to update the following details in your records for the above mentioned Client Code:

Nature of Request	Previous Details	New Details
1.PAN Updation		
2.Email Id Updation		
3.Mobile No. Updation		
4.Code Reactivation		
5.Segment Activation		
6.Address Updation		
7.Bank Details Updation		
8.DP Details Updation		
9.Code Shifting to other Location		
10.Account Closure		
11.Any Other		

I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/We undertake to inform you of any changes therein immediately in writing. Kindly process the above request as per the details provided. I/We am/are providing necessary supporting documents to the verification of aforesaid information and for your kind records and good office.

Back Office Tracker (For Back office use only)

1. Request received on		
2. Date of Updation in Company's		
3. Records		
4. Maker / Checker Signature		
5. Date and Time		
6. Stamp		

Date : ____/____/____

Place : _____

Signature (Client)