

Request for issue of new DIS (Delivery Instruction Slip) Booklet

(not required in case of requisition slip)

To,

Date: ___/___/20___

Ashlar Securities Pvt. Ltd.

1 D, A 1 Sector – 10,

Noida, Uttar Pradesh – 201301

Dear Sir / Madam,

Re. – Client Id - _____ Client Name _____

I / We, request you to kindly issue a new Delivery Instruction Slip (DIS) booklet to me / us, as:

I/We have misplaced/ 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 _____

I/We request you to issue a new DIS BOOK to me/us on the basis of this request. I/We am/are enclosing ID proof (self-attested PAN Card copy required)

Yours faithfully

	First/Sole Holder	Second Joint Holder	Third Joint Holder
Name			
Signatures			

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 HOLDER SIGNATURE

1st Holder_____
2nd Holder_____
3rd Holder