

## REQUISITION FORM FOR DIS RE-ISSUANCE & STOP INSTRUCTIONS

Dear Sir / Madam,

I / We the Sole Holder / Joint Holders / Guardian (in case of Minor) / Clearing Member request for the following as tick below. The details of my/our account are given below:

**Account Holder's Details**

DP ID							CLIENT ID							
Name of the First / Sole Holder														
Name of the Second Holder														
Name of the Third Holder														

**Request for Issuance of Depository Instructions Slips (please tick)**

Please provide book(s) of depository instructions slips. I/We agree that the instructions book will be dispatched by courier/ post my / our risk and consequences. I/We shall not hold the depository participant liable in any manner whatsoever respect of such dispatch on instruction book to the address recorded in my/us demat account. I/We confirm the original re-issue request has been misplaced / lost.

Type of Booklet:  DIS Book  One Book  More than One (Please Sepcify) \_\_\_\_\_

**Request for STOP INSTRUCTION (please tick)**

Request you to stop mark the delivery instruction slips as per reason mention below : (please tick appropriate reason).

Book lost  Slip lost  DIS not opted at the time of account opening  Other reason (if any) \_\_\_\_\_

Sr no	Instruction Type	Slip series	Slip Number(s)	
			From	To
1				
2				

	First/ Sole Applicant	Second Applicant	Third Applicant
NAME OF APPLICANT			
SIGNATURE *			

For Office use	Attested by DP official that the customer has signed in my presence (Mandatory for loose slip issuance)		
Employee Name		Employee Code	
Employee Signature		Date	

**List of documents admissible as Proof of Identity**

1. PAN card with Photograph
2. Unique Identification number (UID) (Aadhaar)
3. Passport
4. Voter ID card
5. Driving License

**Instructions:**

1. For reissue and stop instructions request , attach the latest transaction statement alongwith ID proof copy
2. For reissue and stop instructions request , if request is submitted by representative / third person then attach authority letter of customer on plain paper duly signed by all holders.
3. For issuance of loose slip, all holders must personally visit the branch / office of the DP.