

ACCOUNT CLOSING LETTER

From

Client Name
Client Address
.....
Telephone Number

To

The Manager
VLS Securities Limited
2nd Floor, 13, Sant Nagar,
East of Kailash,
New Delhi – 110065

Ref: Close my Trading Account Number

This letter is to inform you that I wish to close my trading account at your institution. Please close the above said trading account and send a cheque for that remaining balance to my address or transfer the same to my bank account registered with you. If you have any questions regarding this request, please contact me in writing or by telephone.

Thank you for your prompt assistance in this matter.
Sincerely,

(Signature with name) Date

<u>To be filled by the Dealing Office/ Manager</u>	
Is there any Open Positions in this account?	
Financial Balance if any?	
Pool Account / Collateral Stocks if any?	
Is there any pending complaints /issues?	

Name:
Signature:
Date:

ACKNOWLEDGEMENT RECEIPT

VLS Securities Limited, 2nd Floor, 13, Sant Nagar, East of Kailash, New Delhi – 110065, Phone + 91-011-46656666.

We hereby acknowledge the receipt of the Account Closing Letter

Date: _____

Client Name		Client Code No.	<input type="checkbox"/>
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Note: Incomplete/Incorrect Information provided in the form, the account process may go slow /liable for rejection.
Note: Please check your bill and contracts on your mail ID regularly

For, VLS Securities Ltd.