



SAMPLE FORMAT

Kotak Securities

Annexure A

Letter to Add / Delete Beneficiary details for executing 'OFF-MARKET' transaction

To

Kotak Securities Ltd

Kotak Infinity, 8th Floor, Bldg. No. 21, Infinity Park, Malad (E), Mumbai – 400 097

Date	D	D	M	M	Y	Y	Y	Y
	0	1	0	1	2	0	2	5

CDSL SELF CLIENT ID

DP ID	1	2	0	2	5	1	0	0	Client ID	1	2	3	4	5	6	7	8
First/Sole Holder Name									MAHENDRA DATTU MUNJE								
Name of the Second joint Holder																	
Name of the Third joint Holder																	

I / We request you to add /delete the beneficiary details as given below **TARGET DP DETAILS**

Sr. No.	Buyer BO ID								Buyer PAN (First Holder)	Buyer PAN (Second Holder)	Buyer PAN (Third Holder)
	1	2	3	4	5	6	7	8	AABCD1234M		
	9	0	1	2	3	4	5	6			

	First/Sole Holder	Second Holder	Third Holder
Name	MAHENDRA DATTU MUNJE		
Signature	<i>m.d.munje</i>		

===== (Please Tear here) =====

OFFICE PURPOSE

Acknowledgement Receipt

Request from:

DP ID									Client ID								
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To add following beneficiary

Sr. No.	Buyer BO ID								Buyer PAN (First Holder)	Buyer PAN (Second Holder)	Buyer PAN (Third Holder)

Depository Participant Seal and Signature

Note : Need counter Signature against any correction