



We understand your world

**ANNEXURE 10.3**

To,  
HDFC Bank Limited - Depository Operations,  
Empire Plaza I, 4th Floor,  
Chandan Nagar, LBS Marg,  
Vikhroli(West), Mumbai -400083.

Dear Sir/Madam,

Date: \_\_\_/\_\_\_/\_\_\_

Branch Code \_\_\_\_\_

Branch Name \_\_\_\_\_

EMP Name \_\_\_\_\_

EMP Code \_\_\_\_\_

**Sub: Rejection of Pending Demat Requests and Account Closure**

I/We had submitted share certificates / securities for dematerialization through you, details of which are as follows: -

Issuer (Company) Name : \_\_\_\_\_

ISIN : \_\_\_\_\_

Demat Request Form No (DRF No)	Demat Request No (DRN)	Date of Set Up of DRN	Certificate No(s)		Distinctive No (s).		Quantity
			From	To	From	To	

The aforesaid demat request(s) is/are pending for disposal for a long time. As I/we wish to close my/our BO Account No \_\_\_\_\_, I/we request you to reject the pending demat request(s) which have been set up in the system.

I/We wish to inform you that: (tick the relevant box):-

- The share certificates (securities) pertaining to these Demat Requests are in my/our possession.
- The share certificates (securities) pertaining to these Demat Requests are **not** in my/our possession. However, I/we undertake to take up the matter directly with the concerned Issuer and /or its RTA.

Yours faithfully,

	First Holder	Second Holder	Third holder
<b>Name</b>			
<b>Signature</b>			