

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

To,

**TradeDeal Financial Services Pvt. Ltd.**

Office No. 104, Plot No. 1891, Shukan Complex,  
Rupani Circle to Atabhai Chowk,  
Bhavnagar – 364 001, Gujarat;  
Phone: 0278-3005905,6,7; Fax No. 0278-3005903

Dear Sir,

**Sub: Issue of Duplicate Contract Note/Ledger**

I/we \_\_\_\_\_ (Name of  
**Account Holder**) having trading account with Unique Client Code  
\_\_\_\_\_ allotted to me/us by you.

I/we have opted for Electronic Facility for obtaining contract note , statement of funds and securities and other documents. I wish to continue with this facility, however I/we request you to issue duplicate copy of following document for the reasons mentioned hereunder;

Contract Note  Reason: \_\_\_\_\_

Statement of Funds & Securities (Ledger)  Reason: \_\_\_\_\_

Trade Dates/Period (from & to) : \_\_\_\_\_  
\_\_\_\_\_

I/we have received original copy of above document through electronic mode and I/we am/are aware that duplicate physical copies of above document bear charge as given below;

1. Duplicate Contract Notes (CN) issued Rs. 20/- per Contract Note (up to 2 Pages: Subsequent pages shall be charged @ Rs. 5 Per Page)
2. Duplicate Statement of Account Rs. 25/- (up to 2 Pages; Subsequent Pages shall be charged @ Rs. 5 Per Page)
3. Service Tax and Applicable Cess shall be charged on the above charges.

I/we request to issue above required document and I /we hereby agree to pay the above charges through debit in my/our ledger and have no objection for levy and collection of above charge through my/our ledger.

Yours Faithfully,

(Signature)

(Name: \_\_\_\_\_)

(Code: \_\_\_\_\_)