

To  
The Manager,  
Shriram Insight Share Brokers Ltd.  
CK-15, Sector-II, Salt Lake City,  
Kolkata-700091

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

Dear Sir,

This is to inform you that I, \_\_\_\_\_ am  
one of your clients bearing client code \_\_\_\_\_ and currently trading at your  
branch office at \_\_\_\_\_.

I would like to shift my trading activity to your branch office at \_\_\_\_\_  
\_\_\_\_\_.

I request you to kindly allow me to trade from your branch office at \_\_\_\_\_  
\_\_\_\_\_.

Kindly do the needful.

Thanking You,

Yours Sincerely,

✓

**Signature**

## FEEDBACK FORMAT

<b>Full Name of the Client</b>	
<b>Client Code</b>	
<b>Present Trading Branch</b>	
<b>Request for transfer of Place</b>	
<b>Reason for request of transfer</b>	
<b>Pending Dues (if any)</b>	

**Please tick:**

Contract Notes \Documents are received by Client	<b>Yes</b>	<b>No</b>
Complete required documents available	<b>Yes</b>	<b>No</b>
Trading behaviour of the Client	Regular	
	Irregular Trader	
	Delivery Base Trading	
	Total Phatka	
	Delivery Base Trading & Phatka	

Any earlier default done by the Client: \_\_\_\_\_

Any earlier Dispute : \_\_\_\_\_

Anything Else : \_\_\_\_\_

<b>Full Name of Branch In-charge:</b>
<b>Full Signature:</b>
<b>Place:</b>
<b>Date:</b>