

To
The Manager,
Shriram Insight Share Brokers Ltd.
CK-5 & 6, Sector-II, Salt Lake City,
Kolkata-700091

Date: ____/____/____

Sub: Request for Shifting of Branch.

Dear Sir,

This is to inform you that I/We, _____
am/are 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,

✓
Client Signature

***Mandatory Field for Client**

*Client Code :

*Email id :

*Mobile number:

FEEDBACK FORMAT

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

Please tick:

Contract Notes \Documents are received by Client	Yes	No
Complete required documents available	Yes	No
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 : _____

Full Name of Branch In-charge:
Full Signature:
Place:
Date: