



# Indo Thai Commodities Private Limited

## REQUEST LETTER FOR UPDATION

To,  
**Indo Thai Commodities Private Limited**  
14, 4th Floor Dawa Bazar,  
R.N.T. Marg, Indore (M.P.)

CLIENT NAME: \_\_\_\_\_ CLIENT CODE : \_\_\_\_\_

Dear Sir/Madam,

I/We request you to update the following details in your records for the above mentioned Client Code:

Nature of Request	Previous Details	New Details
<input type="checkbox"/> PAN Updation		
<input type="checkbox"/> Email Id Updation		
<input type="checkbox"/> Mobile No. Updation		
<input type="checkbox"/> Code Reactivation		
<input type="checkbox"/> Segment Activation		
<input type="checkbox"/> Address Updation		
<input type="checkbox"/> Bank Details Updation		
<input type="checkbox"/> DP Details Updation		
<input type="checkbox"/> Code Shifting to other Location		
<input type="checkbox"/> Account Closure		
<input type="checkbox"/> Any Other		

I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/We undertake to inform you of any changes therein immediately in writing. Kindly process the above request as per the details provided. I/We am/are providing necessary supporting documents to the verification of aforesaid information and for your kind records and good office.

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

Place : \_\_\_\_\_

\_\_\_\_\_  
Signature (Client)

### Back Office Tracker (For Back office use only)

Request received on:	_____/_____/____	Remarks (if any)
Date of Updation in Company's Records:	_____/_____/____	
Maker / Checker Signature Date and Time Stamp		