

**SHIFTING OF CLIENT CODES FROM ONE BRANCH TO ANOTHER**

1. Client shifting from one branch to another for any client code will not be done more than once.
2. Consent letter (format attached) duly signed by the client is mandatory for any change of branch.
3. All change of branch requests will be executed in the first week of every month for the consent forms received in the previous month after brokerage calculation.
4. No client shifting will be entertained in the middle of any month.
5. No telephonic requests will be entertained with regard to client code shifting.



**CONSENT FORM: CLIENT CODE SHIFTING**

To R.K Stockholding (P) Ltd.,  
Mohan Cooperative Industrial Estate,  
Mathura Road,  
New Delhi

**Dear Sir/Madam,**

I would like to shift my client code from ..... Branch to .....  
Branch. Kindly shift this account permanently so that I may do the trading easily & conveniently.

Thanking you,

**Client name:**..... **Client Code**.....

**Signature:**..... **Date:**..... **Place:**.....

FOR OFFICE USE ONLY		
<b>FORM RECEIVING DATE</b>		
<b>CLIENT CODE</b>		
<b>PREVIOUS BRANCH</b>		
<b>NEW BRANCH</b>		
<b>BROKERAGE CALCULATION DONE</b>	<b>ON</b>	
	<b>BY</b>	
<b>BRANCH CHANGE DONE</b>	<b>ON</b>	
	<b>BY</b>	
<b>CLIENT REMAPPING DONE</b>	<b>ON</b>	
	<b>BY</b>	

