

**REIMBURSEMENT OF BROKERAGE/ PROFESSIONAL FEE/ MARKETING
EXPENSES TO THE SECOND PARTY/ BRANCH/ SUB-BROKER**

1. In case of a professional fee/marketing expenses/brokerage release request, it is mandatory to submit the bills in the format specified below within the first 5 days of the month for the work done in/up to the previous month.

FROM

DATE:

To **R.K. Commodities Services Pvt. Ltd.,**
A-7, Block B-1, Mohan Co.-Operative Indl. Estate,
Mathura Road, New Delhi-110 044.

Sir,

REG.: Marketing/Professional fees for the month of to

I forward herewith the bill for the month of To 200... for marketing/professional fees for Rs. for the marketing activities taken up for yourOffice.
Trusting you will do the needful in the matter at the earliest and obliged.

Name: _____

Signature

PRINT

FROM

DATE:

To **R.K. Stock Holding Pvt. Ltd.,**
A-7, Block B-1, Mohan Co.-Operative Indl. Estate,
Mathura Road, New Delhi-110 044.

Sir,

REG.: Marketing/Professional fees for the month of to

I forward herewith the bill for the month of To 200... for marketing/professional fees for Rs. for the marketing activities taken up for yourOffice.
Trusting you will do the needful in the matter at the earliest and obliged.

Name: _____

Signature



2. If the debit balance in the client account not exceeding 7 days (on the last day of the month), payment will be released on or before 10th of the following month.
3. In case debit balance in the client account is more than 7 days, the second party/ branch/ franchisee/ sub broker needs to clear the balance by the 5th day of the following month. In such cases, cheque/payments will be released on or before 15th of the month.
4. If the second party/ branch/ franchisee/ sub-broker fails to clear the debit balance within the first 5 days of the following month then the payment/ cheque will be released only in the subsequent/ next month or will be held till the debit balance is clear.
5. No cheques in this regard will be issued except on the dates mentioned above in clauses 2nd, 3rd and 4th.
6. No telephonic requests will be entertained in this regard for releasing cheque or payments on the concerned matter.
7. In case of any mismatch of figures in the bills submitted and payment/cheque received, kindly report the same within a week to obtain clarification, no adjustment will be made thereafter.

Please note that release/reimbursement of brokerage/professional fee/marketing expenses depends on timely clearing of debit balance & submission of bills/request letter in the specified format. (before the 5th day of every month)

