



RE-ACTIVATION LETTER

Date: _____

To
The Compliance Officer
GRD Securities Ltd
238A, A, J, C Bose Road
6th Floor
Kolkata -700020

Dear Sir,

Sub- REACTIVATION OF TRADING ACCOUNT
Ref- My/Our Trading Code No. _____

I/We wish to inform you that my/our above mentioned Trading Code with GSL was marked inactive due to no trading activity in the same, in line with the Reactivation policy of GSL.

Now I/we wish to re-activate my/our above mentioned Trading Code for continuing with my/our trading activities. I/We understand that GSL will take at least two days time for re-activation of the same and I/we will also have to submit my/our latest KYC documents (i.e. Proof of Identity, Proof of Address, Bank Proof, Financials, Phone/Mobile Details and Email Details) for updation of my/our latest details for the purpose of re-activation as per guidelines.

Please find enclosed my/our latest KYC documents in line with your requirement. Kindly acknowledge the receipt of the documents and re-activate the Trading Code.

Thanking You.

Yours Faithfully,
Signature of the Client :

Name of the Client :

Trading Code of the Client:

Enclosed:

Proof of Identity	PAN Card, Voter ID Card, Passport, Driving License and other documents as specified by SEBI/ Exchanges.
Proof of Address	Voter ID Card, Passport, Driving License, Bank Statement, Landline Bill, Electricity Bill and other documents as specified by SEBI/ Exchanges.
Bank Proof	Copy of Cancelled Cheque and Last Six Months Bank Statement.
Financial Details	Last Two Years ITR and Balance Sheet.
Phone/ Mobile Details	Phone/ Mobile No updation letter
Email Details	Electronic Communication consent letter.



UCC : _____

**AUTHORISATION TO SEND CONTRACT NOTE,
STATEMENT OF FUND & SECURITIES ETC.
ELECTRONICALLY**

Date : _____

I/We authorise GRD Securities Ltd (“GSL”) to issue the contract notes, statement of funds & securities, circulars, amendments, client registration documents, DP bill, transaction statements, holding & financial statements and such other documents in electronic mode in lieu of physical mode on my/our updated E-mail ID, which is as follows:

E-mail ID: _____

Any changes in the E-mail ID shall be communicated by me/us in writing to the customer care department of GSL. Further, to my/our authority to GSL to issue Contract notes in digital format I/we authorise GSL not to provide me/us Order Confirmation/ Modification / Cancellation Slips and Trade Confirmation Slips to avoid unnecessary paper work. I/We shall get the required details from the Contract Notes issued to me/us.

I/We authorise GSL to send periodic statements of funds and securities & margin statement etc. in digital format at my/our Email address unless I/we request in writing to send them in paper form. I/We understand and agree that any request to provide paper form of documents shall be charged to me/us by GSL as per the prevailing rates.

I/We hereby acknowledge that all the documents sent on the above E-mail ID by GSL will be considered as having delivered to me/us once the email leaves the GSL email server and no bounced mail notification is received by GSL. I/We further agree that in the absence of communication from my/our end regarding non-receipt of documents through e-mail, or notification of any discrepancy within 2 days from the date of issuance of digital contract note through e-mail, GSL may construe that there is a deemed acknowledgement of the document(s) sent to client electronically.

In case I/we wish to withdraw this facility, I/we shall inform GSL in writing at least one week in advance from the date of withdrawal

Thanking You.
Yours Faithfully,

Signature of Client

REQUEST FOR UPDATION OF CONTACT NUMBER

To
The Compliance
GRD Securities Ltd
238A, A. J. C Bose Road
6th floor
Kolkata-700012

Ref: UCC No-----

Dear Sir/Madam,

I/we hereby request you to update my/our latest contact number.

Mobile No: 1. _____ / 2. _____

Residence: 1. _____ / 2. _____

Office: 1. _____ / 2. _____