

From: _____
Client Code: _____

Dated: _____

To,
The Director
CFS Financial Services Pvt. Ltd
F-12, Green Park Main,
New Delhi – 110016

Dear Sir,

Sub: Activation of Dormant Account, UCI No. _____

I / We came to know that my / our trading account is suspended due to no activity in it for a long period. I / We hereby request you to kindly activate the above mentioned trading account with you. Further I/ We refer to my/our Client Registration Agreement that:

- there are no changes in the particulars that I/we have given in the application cum agreement executed by me/us. **Or**
- the following changes have occurred. I/we hereby attach necessary documents as proof for your records.

Details of Changes	Ticked	Proof Attached	Changed to
Residential Address	<input type="checkbox"/>	<input type="checkbox"/>	
Telephone Nos	<input type="checkbox"/>	<input type="checkbox"/>	
E – mail Address	<input type="checkbox"/>	<input type="checkbox"/>	
Office / Business Address	<input type="checkbox"/>	<input type="checkbox"/>	
Correspondence address	<input type="checkbox"/>	<input type="checkbox"/>	
Partners / Directors	<input type="checkbox"/>	<input type="checkbox"/>	
Share Holding Pattern / Networth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rs. 100000; <input type="checkbox"/> Rs. 100001 To 200000; <input type="checkbox"/> Rs. 200001 To 500000; <input type="checkbox"/> Above Rs. 500000
Operating Banks	<input type="checkbox"/>	<input type="checkbox"/>	
Marital Status	<input type="checkbox"/>	<input type="checkbox"/>	
Passport / Driving License	<input type="checkbox"/>	<input type="checkbox"/>	
DP Account	<input type="checkbox"/>	<input type="checkbox"/>	
Others	<input type="checkbox"/>	<input type="checkbox"/>	

Kindly update all your records.

Yours truly,

Signature :
Name :
Address :