The request letter for the fund transfer shall be as per the format given below:
[On the letter head of the Non - Clearing Member]

To,   Date: _____
_____ (Name of Clearing Member)
_____ (Address of Clearing member)

Sub: -Application for transferring Funds from Member Deposit to Segregate Account of
_____ (Name of Bank).

Sir,
　　　This is for your kind notification that, as the non availability of Internet Bank/Bank Holiday (Reason Should be Stated here) of _____(Name of Bank) we here by request you to transfer funds for our following clients to safe guard their position against Margin Call to maintain the equity.

Sl no	Client Name	Client Account No	Amt to be Transferred
Total amount			

Kindly transfer the total amount of Rs: _____ to our Segregate a/c as per the above details.

We hereby acknowledge that, we will recoup the deficit amount in our Member Deposit A/c within _____ (dd/mm/yyyy) prior to 12 noon. In case of non-compliance to MEX byelaws and rules of the exchange and unable to fulfill the minimum deposit requirement in the above said account, we permit MEX to take necessary steps.

Thanking you,
Sincerely,

_____
Name of NCM authorized Signatory
NCM Seal & authorized signature
NCM Membership No:

Approved By, Date: CM Seal & authorized signature Time:

<div align="center">

Format for Withdrawal of Members fund from segregate account
[On the letter head of the Non -Clearing Member]

</div>

Date: _____

To,

_____ (Name of Clearing Member)
_____ (Address of Clearing member)

Sub: - Application to transfer fund from Segregate Account _____ (Account number) of _____ (Name of the Bank)

Dear Sir,

This is for your kind notification that, we have verified and confirmed our client deposit in our segregate account of _____ (Name of the Bank) against the leverage given from our Member Deposit Account, details of which are provided below.

Si No	Leverage Given Date	Deposited Date	Client Acc no	Client Name	Updation Code (Ref: No)	Amount Transferred

Kindly transfer the total amount of NPR: _____ to our Operational account of _____ (Name of the Bank) as per the above details.

Our Operational account number is_____

Bank Account Name:

Thanking you,

Sincerely,

_____
Name of NCM authorized Signatory
NCM Seal & authorized signature
NCM Membership No: _____