To Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

Use the following Form, as and when required, to help us attend to your queries. Use one form for each Company.

Yours faithfully,

FOR **SAG Infotech Private Limited.**

(Please return this Form to undermentioned address)

INWARD NO. :\_\_\_\_\_\_\_\_\_\_\_

**QUERY FORM**

To, FROM

**SAG Infotech Private Limited**  B-9, 2nd & 3rd floor, Behind WTP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

South block, Mahalaxmi Nagar, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Malviya Nagar, Jaipur (raj.) – 302017 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PIN-

Contact No. :

(Mention Name and Complete Address)

Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Folio No.

**Particulars of securities involved :**

1. **TYPE :** o SHARES o BEDENTURES o BONDS

**OTHERS :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) **REFERENCE FOLIO No.(s) :**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in case of transfer, please mention transferor’s Folio No.(s) )

3. **NO. OF SECURITIES INVOLVED :**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 **DISTINCTIVE NOS :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. **CERTIFICATE NOS :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Query** (Please (3) whatever applicable)

**(A) NON RECEIPT OF CERTIFICATES SENT FOR :**

o transfer

o transmission/transposition/amalgamation

o Name Correction

o CONVERSION / EXCHANGE

o SPLIT/CONSOLIDATION

o SUB-DIVISION / REPLACEMENT

o ENDORSEMENT OF CALL MONEY

PARTICULARS :

**(B) NON RECEIPT OF :**

o DIVIDEND WARRANT 1) FOLIO NO (S) :

o INTEREST WARRANT o REFUND ORDER/PAY ORDER FOR THE PERIOD

o BUYBACK CHEQUE

o ODD LOT PAYMENT

o TAX DEDUCTION CERTIFICATE (FORM 16A) INTEREST/DIVIDEND DUE DATE :

o FIXED DEPOSIT RECEIPT NO: \_\_\_\_\_\_\_\_\_\_\_\_\_ o BONUS SHARES AMOUNT RS. :

o RIGHT SHARES /DEBS /BONDS

**(C) OTHER QUERIES NOT SPECIFIED IN (A) & (B) ABOVE :**

o LOSS OF SECURITIES / DUPLICATE PROCEDURE o CHANGE OF ADDRESS

o DEMAT DP ID / CLIENT ID o DRN NO.

o CERTIFICATE NOT RECEIVED AFTER REJECTION

ANY OTHER :

**ENCLOSURES**

REFERENCE OF PREVIOUS CORRESPONDENCE WITH US, IF ANY,

YOUR LETTER(S) TO US CVL REPLY TO YOU SPECIMEN SIGNATURES

LETTER REF DATE LETTER REF DATE 1

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ 2

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ 3

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