(On the letter head of the member)

**Application for Submission of Square off Orders**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Member ID: \_\_\_\_\_\_\_\_\_\_\_

To,

The Trading Department

Indian Commodity Exchange Limited

403-A, Reliable Tech Park, B-Wing, 4th Floor,

Thane-Belapur Road,

Airoli, Navi Mumbai – 400 708

Board: +91 22 4038 1500

Fax: +91 22 4038 1513

**Sub.: Application for Submission of Square off Orders**

Dear Sir,

Since I/ We am/are not able to participate in trading due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (reason), I / We request the Exchange to square off my/our open position by submitting orders at **market price** on my behalf as per the details mentioned below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | User ID | Client Code | Symbol | Expiry | Buy/Sell (Specify)\* | Quantity |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\* In case of holding long positions, specify Sell and vice-versa

I/We understand that the above said transaction(s) so done by the Exchange will get reflected in the trade report and daily obligation report provided by the Exchange on FTP (Extranet) Server. I / We shall be responsible for the losses incurred (profit earned) during the process of squaring-off.

**For (Name of Member)**

Authorized Signatory

(Designated Director / Managing Partner / Proprietor / Karta)