

(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)