

(On the letter head of the member)

Date: _____

To,
The Trading Department
Multi Commodity Exchange of India Ltd.
Exchange Square, 3rd Floor,
Suren Road, Chakala,
Andheri (East),
Mumbai – 400 093
Fax No.: 022 – 67269556/557

Dear Sir,

Sub.: **Square-off open position**

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 at market price on my /our
behalf as detailed below:

Name of the contract:

Buy / Sell :

Quantity:

User ID:

Client ID:

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.

Thanking you.

Yours faithfully

For _____

(Authorized Signatory)

(Name and designation)

Member Id:

Phone No: