

Square-off open position

(On Member's letter head)

Date: _____

To,

The Trading Department
Multi Commodity Exchange of India Limited
Exchange Square, CTS No. 255
Suren Road, Chakala, Andheri (East),
Mumbai – 400 093
Fax No.: 022 – 67269556/57

Sub: Square-off open position

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

Sr No	Symbol	Expiry	Existing Position (Long / Short)*	Request to Exchange (Sell / Buy)#	Quantity	User Id	Client ID

**In case of long positions, please mention long and vice versa*

In case of existing long positions, please mention 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.

Regards,
Name of the Member

(Authorised Signatory)
Name and Designation
Member ID _____
Contact No: _____