ANNEXURE IV

**FORMAT OF LETTER**

**FOR**

**UTILISING EXISTING INSTRUMENT FOR MARGIN REQUIREMENT OF OFS FOR BIDS IN RETAIL CATEGORY**

(To be typed on Member’s letter head)

                                                                                                                        Date:

To,

National Securities Clearing Corporation Ltd

Bandra Kurla Complex,

Bandra East

Mumbai – 400 001

Dear Sir,

Member Code:

Subject: Utilising existing instrument for margin requirement of OFS for bids in retail category

As per the facility provided by the Clearing Corporation we would like to utilize the following instrument deposited as collateral in the Capital Market Segment towards the margin requirement for bids in retail category in the Offer for Sale scheduled on \_\_\_\_\_.

|  |  |
| --- | --- |
| Instrument Type | Bank Guarantee/Fixed Deposit |
| Instrument Number |  |
| Issuing Bank |  |
| Amount |  |
| Issue Date |  |
| Maturity/Expiry Date |  |
| Last Claim Date | For Bank Guarantees only |

Thanking you,

Yours sincerely

 Authorised Signatories

Member Name:

Member Code: