

Kotak Mahindra Bank Limited at Kotak Infinity, Demat Operations, 6th Floor, Zone IV,  
Building No. 21, Off Western Express Highway, General A K Vaidya Marg, Malad (East), Mumbai 400 097.

Serial No.	Date					
I/We request you to (Please tick in any <b>one</b> of the boxes as may be applicable)						
<input type="checkbox"/> Create the Hold <input type="checkbox"/> Release the Hold			<input type="checkbox"/> Confirm the Creation of Hold <input type="checkbox"/> Confirm the Release of Hold <input type="checkbox"/> Cancellation of the confirmation of Release of Hold			
Details of Client in whose account the securities are held			Details of Other party in whose favor hold is created			
DP ID		Other Party DP ID				
DP Name		Other Party DP Name				
Client ID		Other Party Client ID				
Client Name		Other Party Name				
To be filled in case of request of creation	Name of Company (if part of NDU)					
	Name of Promoters (if part of NDU)					
	NDU/ Agreement Reference Number					
Please tick in any <b>one</b> of the boxes as may be applicable for cooling period of release the hold. (If not ticked default cooling period will be 4 days)			<input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> 4 days			
Sr. No.	ISIN	Security Name	Quantity (In figures) (Refer Instruction No.1)	Quantity (In words) (Refer Instruction No. 1)	Hold DM Order No. (Refer Instruction No. 2 )	Reasons for rejections (if any) (To be filled in at the time of Confirmation)
Execution Date			Please tick in case of request for creation hold			
_____ Authorised Signatory(ies)			<input type="checkbox"/> I/we _____ <name of the other party> hereby authorise the Participant of the Client holding the securities on which hold is being created to access the my / authorized signatory(ies) signatures as recorded in my/our aforesaid Demat Account.			
			_____ Other Party Authorised Signatory(ies)			
Signatures of both Client as well as other party are required in case of request of creation of hold and release hold to be submitted to the Participant of Client.						

**Instructions:**

1. To be submitted in duplicate for acknowledgement.
2. Hold Quantity or Release Quantity to be mentioned as the case may be.
3. Hold DM Order No. to be filled by the client (except at the time of creation of hold to be filled in by the participant).
4. Strike out whichever is not applicable.