

This document is voluntary. Voluntary means that the opting for Electronic Contract Notes (ECN) is not mandated by Regulators, however the same is prescribed by Regulators if customer wants to opt for ECN.

Trading Account No. / User ID/ PAN - \_\_\_\_\_

**REQUEST LETTER FOR ISSUANCE OF ELECTRONIC CONTRACT NOTE**

To,  
Sales Operations, ICICI Securities Limited - Shree Sawan Knowledge Park, Plot No. D-507, T.T.C.Ind. Area, M.I.D.C., Turbhe, Opp. Juinagar Railway Station, Navi Mumbai - 400 705.

Dear Sir(s)

**Sub: Request for sending Electronic Contract Notes, Account Statements / Documents etc. on my Email ID**

This is with reference to my above trading account with ICICI Securities Limited (I-Sec). I/We am/are aware that Contract Note, Bills, Ledgers, Transaction statement (Statement of Funds / Securities) report, letter, etc. can be received through electronic mode i.e. Email. In this regards I/We hereby undertake & confirm for the following:

1. To receive Electronic Contract Note, Bills, Ledgers, Transaction statement (Statement of Funds / Securities), Collateral Statements, Daily margin statements, report, letter etc in electronic form at email Id provided by me/us to I-Sec i.e. \_\_\_\_\_ in relation to trades / transaction done on the Exchanges through I-Sec. I/We authorize I-Sec to update this email id in its records if the same is different from my/our existing email id registered in its records.
2. That any change in email-id shall be communicated to I-Sec through a physical letter. Further I/We understand that, request for change of email id may be made through secured access by logging in through my specific user id and password.
3. That non-receipt of bounced mail notification by the member shall amount to delivery of the contract note at the above mentioned e-mail ID.
4. That Contract notes, bills, ledgers, transaction statement (statement of funds/securities), report, letter, circulars, etc may also be hosted on www.icicidirect.com website which can be downloaded by me/us through the login Id and password provided by I-Sec to me/us.

Yours faithfully,

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_