

Format for informing change in commission if it is reduced from existing rate –
[In the letter head of the Company]

Date:

To,

Name of Clearing Member

Address

Subject : Change in commission

Ref : (Broker Code)

Dear Sir/Madam,

We would like to inform you that we have agreed to change the commission for client
_____(Name of the client) having account
number _____(Client Code) as per the request of client/any other reason.

The changed commission shall be (%) _____

This commission shall be effective from _____.

We would like to request to incorporate the same in your records.

Thanking you,

Yours faithfully,

Signature
Name of Authorized person
Seal