

FORMAT FOR GIVING SELLER'S INTENTION /TENDER NOTICE TO GIVE DELIVERY

DATE : _____

(On the letterhead of the Member)

Delivery Dept.
Multi Commodity Exchange of India Ltd.
Mumbai.

Dear Sir / Madam,

Sub: **Intention of giving physical Delivery of** _____ **Kg/MT of** _____ (Mention the Name of the Commodity)

Member ID: _____

We hereby give intention/tender notice to give physical delivery of _____ Kg/MT of _____ (Mention the name of the commodity) against our open position in (Name of the contract). We enclose herewith a copy of warehouse receipt and quality certificate in support of our holding the goods at the warehouse for delivery.

The said delivery shall be marked to the clients as per the details given below.

Sr. No.	Name of the client or own	Client code	Qty.

You are requested to intimate us the details of the buyer in whose favour we will raise the invoice at the earliest.

Our short open position as on _____ at _____ a.m. / p.m. is _____ Kg/MT.

Thanking You,

Yours faithfully,

For _____

Authorized Signature(s)

Seal

Encl: As above