

Address & Registered Office 4th Floor 52-54, Gracechurch Street London EC3V 0EH

Telephone: +44 (0) 207 0158650

E-Mail: support@walshams.co.uk Web Address: www.walshams.co.uk

FILE TRANSFER REQUEST FORM

Request Date:

Please detail below the entities for whom you wish to withdraw the contract files from the Walsham Brothers & Co. Ltd archive. By applying for the withdrawal of these files you acknowledge that from the date of transfer Walsham Brothers & Co. Ltd will no longer be Broker of Record for these contracts. Walsham Brothers do however in accordance with market practice retain responsibilities for the placement and administration of these contracts prior to the transfer date.

In submitting this form please attach a letter confirming your authority in respect of these entities. We will not be able to proceed without this letter. Please complete the section below and include historic names of any company to ensure that all appropriate records are covered.

Name	Syndicate Number or Company Code	Alternative Names

Please continue on another sheet if necessary.

We will process your request and provide a spreadsheet detailing the records we hold and the contract details for your consideration.



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Please confirm the delivery address you would wish to use:		
Once we have cumplied this information we will ask you to confirm if the listing appears correct or if		
Once we have supplied this information we will ask you to confirm if the listing appears correct or if there are any issues please advise us by email to the following address support@walshams.co.uk		
Once this process has been completed we will request delivery of your archive.		
Please confirm your contact details below:		
Name		
Address		
E-Mail:		
Telephone:		
Signed		
For & on Behalf of		
Date:		