**Documents required for Processing Refund Request**

1. Refund application in below attached format on company's letter head
2. NOC from the Security payer / Consignee in case of refund is in the name other party.
3. Bank details in below attached format and duly attested by bank.
4. Cancelled Cheque
5. Security receipts issued by ONE
6. Customer/s to submit all documents to local Doc Team counter.
7. Please mention receipt number/s in place of invoice number/s for refund of security deposits.
8. Please fill single application form in case of multiple securities of same customer.
9. Please apply for refund only after 10 days of empty return.
10. Refund time 30-35 days after submission of correct and complete docs.