

CHECKLIST OF DOCUMENTS TO BE SUBMITTED TO THE EXCHANGE REGARDING CHANGE IN TRADE NAME OF THE INDIVIDUAL / SOLE PROPRIETOR MEMBER

Sr No	Particulars of Document	Submitted (Yes / No / NA)
	Stage 1 – Documents to be submitted for Approval of change in name	
1	Application for prior approval of change of trade name including communicating reason for change in trade name and undertaking that the proposed change of trade name is not accompanied by / associated with a change in shareholding / control and transfer of membership in the applicable format as per Annexure NCP-1	
2	Original SEBI Certificate pertaining to registration on Currency Derivatives Segment	

	Stage 2 – Documents to be submitted for activation in the new trade name (after receiving SEBI registration certificate in the new trade name):	
1	Undertaking on non-judicial stamp paper of Rs. 100/- in favour of MCX Stock Exchange Ltd. and MCX-SX Clearing Corporation Ltd in formats as per Annexures NCP-2 and NCP-3 from the member in the new Trade name to honour all the past and present liabilities and obligations. Annexure NCP-2 is applicable to Trading member / Trading cum Clearing member. Annexure NCP-3 is applicable to Clearing member / Trading cum Clearing member	
2	Undertaking on non-judicial stamp paper of Rs. 100/- in favour of MCX Stock Exchange Ltd. and MCX-SX Clearing Corporation Ltd in formats as per Annexure NCP-3A from the Clearing member in respect of the Trading member (who is affiliated to them) whose trade name has changed , to honour all the past and present liabilities and obligations of the concerned Trading member.	
2	Confirmations on the letterhead of member in new trade name regarding Deposits and other credit balances, etc., in favour of MCX Stock Exchange Ltd. and MCX-SX Clearing Corporation Ltd in formats as per Annexure NCP-4 <i>This is applicable to all members.</i>	
3	Letter from the issuing bank in favour of Exchange and MCX-SX Clearing Corporation Ltd stating that the fixed deposits and bank guarantees towards margin and / or security deposit continues to remain valid in the new trade name of member in formats as per Annexures NCP-5 and NCP-6	
4	Proof of change of name in various accounts with bank / NSDL / CDSL / GSCL and proof of change of name in PAN card.	
5	Letter from the concerned member informing the Exchange / MCX-SX Clearing Corporation the exact date from which the operations in the new name would be commenced	

ANNEXURE NCP-1

(Format for prior approval of the Exchange on the letterhead of the member in old trade name)

Date:

Membership Department
MCX Stock Exchange Ltd
2nd Floor, A Wing,
CTS No.255, Suren Road
Chakala, Andheri (East)
Mumbai 400 093

Dear Sir,

Change of trade name of _____ (old trade name to be stated here) – Mem ID _____

I hereby seek your prior approval for the proposed change in the trade name of my sole proprietor firm from _____ to _____

Reason for change in name:

I hereby confirm that this change of trade name is not accompanied by / associated with any changes in my shareholding. I also confirm that there is no transfer of membership and I continue to remain the sole proprietor of my firm.

On receipt of your prior approval, we shall complete requisite formalities and submit the necessary documents to the Exchange for effecting name change in the SEBI Registration certificate.

I confirm that the above stated facts and details are true and correct and I have not misrepresented and / or concealed /suppressed any material facts in this regard.

I also confirm that in the event of any false / incorrect particulars furnished by me or any misrepresentation of facts / suppression /concealment of facts by me, my application for membership may be rejected / our membership registration may be cancelled and penal action may be taken against me.

Yours faithfully,

(Full signature, Name of sole proprietor / individual member signing)

(Designation of person signing)

Rubber stamp of member

ANNEXURE NCP-2

*(Format of Undertaking to be given by **Trading Member / Trading cum Clearing member** in new name in favour of MCX Stock Exchange Ltd. on non-judicial stamp paper of Rs. 100/-*

Date:

From:

Name of Member (New Name of Trading Member)

Office Address

To:

Membership Department

MCX Stock Exchange Ltd

2nd Floor, A Wing,

CTS No.255, Suren Road

Chakala, Andheri (East)

Mumbai 400 093

Dear Sir,

I, _____(New Trade Name of the Member), having office at _____ hereby submit an unconditional irrevocable undertaking in favour of MCX Stock Exchange Ltd. that I will honour all the past and present liabilities and obligations of _____(Old Trade Name of the Member), having registered office at _____, in respect of its trades on MCX Stock Exchange Ltd. Ltd. including all the liabilities and obligations that may arise in future.

Yours faithfully,

Full signature , Name of sole proprietor / individual member signing)

(Designation of person signing)

Rubber stamp of member

ANNEXURE NCP-3 – Applicable to only Trading cum Clearing Members / Clearing members and does not apply to Trading members

(Format of Undertaking to be given by Trading cum Clearing Member/ Clearing member (whose name has been changed) in new name in favour of Exchange /MCX-SX Clearing Corporation on non-judicial stamp paper of Rs. 100/-duly notarised)

Date:
From:
Name of Member (New Name of Clearing Member)
Regd. Office Address

To
MCX Stock Exchange Ltd. / MCX–SX Clearing Corporation Ltd
2nd Floor, A Wing, CTS No.255, Suren Road
Chakala, Andheri (East), Mumbai 400 093

Dear Sir,

I , _____(New Name of the Clearing Member), having office at _____ hereby submit an unconditional irrevocable undertaking in favour of MCX Stock Exchange Ltd. Ltd. / MCX–SX Clearing Corporation Ltd that I will honour all the past and present liabilities and obligations of _____(Old Name of the Clearing Member), having his /her/ its office at _____, in respect of

- His /her/ its trades on the MCX Stock Exchange Ltd. *
- the trades of other Trading Members or of Clearing Member Participants on whose behalf _____ (Old name of the clearing member) undertakes clearing and settlement. *

including all the liabilities and obligations that may arise in future which could be appropriated by the Exchange / MCX-SX Clearing Corporation Ltd from the deposits (including fixed deposits) , bank guarantees, securities kept as margins and collaterals, government securities and relevant bank accounts of _____ (New Name of the Clearing Member).

Yours faithfully,

Full signature , Name of sole proprietor / individual member signing)
(Designation of person signing)
Rubber stamp of member

* Please strike out whichever is not applicable

ANNEXURE NCP-3 A

(Format of Undertaking to be given by Clearing Member in respect of the Trading member whose trade name has been changed in favour of Exchange / Clearing Corporation on non-judicial stamp paper of Rs. 100/-)

Date:

From:

To: MCX Stock Exchange Ltd. / MCX-SX Clearing Corporation Ltd
2ND Floor, Exchange Square, Suren Road,
Andheri (East), Mumbai - 400 093.

Dear Sir,

We are the Clearing Member of _____ whose trade name has been changed to _____ (hereinafter referred to as the "Trading Member").

We hereby submit an unconditional irrevocable undertaking in favour of MCX Stock Exchange Ltd. / MCX-SX Clearing Corporation Ltd that we will honour all the Exchange / Clearing Corporation obligations relating to trades on the Exchange platform which we have cleared or agreed to clear on behalf of the Trading Member in respect of its trades on the MCX Stock Exchange Ltd. cleared under its earlier trade name as well as under its current trade name.

If we do not fulfill the obligations of the Trading Member for the trades on the Exchange platform which we have cleared or agreed to clear as aforesaid, the same may be appropriated by MCX Stock Exchange Ltd. / MCX-SX Clearing Corporation Ltd from our deposits including the fixed deposits, bank guarantees, securities kept as margins and collaterals, government securities and relevant bank accounts.

Yours faithfully,

For _____ **(Name of clearing member)**

Full signature

Name and designation of Person Signing

Rubber stamp of Clearing member

ANNEXURE NCP- 4

(Confirmations to be given on the letter head of the Trading member /Trading cum Clearing member / Clearing member in new name)

Date:

Membership Department
MCX Stock Exchange Ltd. / MCX–SX Clearing Corporation Ltd
2nd Floor, A Wing,
CTS No.255, Suren Road
Chakala, Andheri (East)
Mumbai 400 093

Dear Sir,

I, M/s (New trade name) hereby confirm that:

- (1) the user ids allotted by the Exchange to my approved users in the name of (Old trade name) stands valid in the name of M/s (New name). *(This is applicable to Trading members and Trading cum clearing members only)*
- (2) the change of my name from _____ (old trade name) to _____ (new trade name) does not affect, alter or modify in any way the undertakings in favour of [MCX Stock Exchange Ltd. / MCX–SX Clearing Corporation Ltd](#) executed by me in my former name, and shall continue to be valid and binding on me. *(This is applicable to all members)*
- (3) all fees / deposits and other credit balances with you standing in the name of _____ (old trade name) shall be transferred to the relevant accounts of _____ (New Trade Name) without any recourse to us. *(This is applicable to all members)*
- (4) I have informed the Insurance Company about the change in the name of the beneficiary of the indemnity insurance policy. The Central Excise office has also been intimated about the name change from _____ (old name) to _____ (new name). *(This is applicable to all members)*.
- (5) I have effected the change in name in the following and enclosed the proof of the same:- *(This is applicable to all members)*.
 - Client account
 - Clearing and settlement account
 - Depository accounts with NSDL / CDSL (wherever applicable)
 - PAN Card – (Permanent Account Number and name of the member after change in name to be specified on PAN Card).(This is applicable only in case of change of name of proprietor and not in case of change of trade name of the sole proprietor firm)
- 6) Please also find enclosed: *(This is applicable to all members)*
 - Letters from issuing bank stating that the Fixed Deposits (FDRs) and Bank Guarantees issued in favour of MCX Stock Exchange Ltd. / [MCX–SX Clearing Corporation Ltd](#) on behalf of _____ (old trade name) continue to be valid in the name of _____ (new trade name). (These letters should be in formats as per Annexures NC- 5 and NC- 6 respectively)

Yours faithfully,

Full signature , Name of sole proprietor / individual member signing)
(Designation of person signing)
Rubber stamp of member

ANNEXURE NCP-5

(On the letterhead of the bank that has issued the FDR)

Date:

To,
MCX Stock Exchange Ltd. / [MCX-SX Clearing Corporation Ltd](#)
Exchange Square, Suren Road,
Andheri (East), Mumbai – 400 093.

Dear Sir,

Sub: - Change in Name of _____ (Old Trade Name of member)

We invite your reference to the following fixed deposits (FDRs) issued by us favoring MCX Stock Exchange Ltd., / [MCX-SX Clearing Corporation Ltd](#) on behalf of _____ (Old Trade Name of member)

FDR Details:

Sr. No.	FDR No.	Amt in Rs.	Date of Issue	Name and address of issuing branch	Renewal date	Maturity / Expiry Date

We wish to inform you that _____ (old trade name) has intimated us about their change in name from _____ (old trade name) to _____ (new trade name) and have requested us to confirm to you the continuation of the above stated FDRs issued in your favour on his / her /their behalf. We, therefore, hereby confirm that the FDRs referred above and issued by us on behalf of _____ (old trade name) shall be deemed to have been issued for and in the name of _____ (new trade name) and shall continue to be valid and enforceable in spite of the change in trade name as above and we undertake to honour any claim or demand from you on account of _____ (new trade name) either in the name of _____ (old trade name) or _____ (new trade name).

Thanking you,
Yours faithfully

For (Name of the bank)

Authorised Signatory (ies)
(To be signed and stamped)
Name of the authorised signatory (ies) to be mentioned

ANNEXURE NCP-6

(On the letterhead of the bank that has issued the Bank Guarantee)

Date:

To
MCX Stock Exchange Ltd. / **MCX-SX Clearing Corporation Ltd**
Exchange Square, Suren Road,
Andheri (East), Mumbai – 400 093.

Sub:- Change in Name of _____ (Old trade name of member)

Dear Sir,

Please note that _____ (old trade name of the member) vide his/ her/ their letter dated -----have intimated us of the change in trade name from ----- (old trade name of member) to ----- (new trade name of the member).

We invite your reference to the following Bank Guarantees (BGs) issued by us favoring MCX Stock Exchange Ltd. / **MCX-SX Clearing Corporation Ltd**, on behalf of _____ (Old Trade Name of member)

BG Details:

Sr. No.	BG No.	Amt in Rs.	Date of Issue	Name and address of issuing branch	Renewal date	Maturity / Expiry Date

We confirm that the above guarantee/s issued by us in your favour on behalf of ----- (old trade name of member) would continue to be valid and enforceable even after the change in his /her / their name to ----- (new trade name of the member).and we undertake to honour any claim or demand from you on account of _____ (new trade name) either in the name of ____ (old trade name) or _____(new trade name).

Thanking you,

Yours faithfully,

Authorised Signatory
(To be signed and stamped)

Authorised Signatory
To be signed and stamped)

(To be signed and stamped by **two** authorised signatories of the bank)
Name of the authorised signatories to be mentioned