

**FORMAT FOR APPLICATION FOR CHANGE IN REGISTERED OFFICE ADDRESS WITH / WITHOUT CHANGE IN CORRESPONDENCE OFFICE ADDRESS-
(To be submitted on member's letterhead in 2 sets)**

The Membership Department
MCX Stock Exchange Ltd
Exchange Square, B Wing ,CTS 255, Suren Road
Chakala, Andheri East, Mumbai – 400 093

Date :

Dear Sir / Madam,

Sub : Change in registered office address

Ref : SEBI Registration No _____ Mem ID No. _____

This is to notify you that there is a change in our registered office address as follows :-

New Registered office address & other contact particulars	Old Registered office address
New Address:	
Contact person :	
Mobile No of Contact person	
New Phone nos :	
Fax No	
Email ID	

We hereby confirm as follows :- (Please tick whichever is applicable)

- Our correspondence address remains unchanged and the same is _____
- Our correspondence address has also changed with effect from _____ and the particulars of our new correspondence office address and new registered office address are the same
- Our correspondence address has also changed with effect from _____ and the particulars of our new correspondence address are as follows

New correspondence address & other contact particulars	Old correspondence address
New Address:	
Contact person :	
Mobile No of Contact person	
New Phone nos :	
Fax No	
Email ID	

The documents in respect of change in registered office are enclosed as listed out in the Annexure. You are requested to kindly forward our SEBI registration certificate to SEBI for recording our new registered office thereon.

Yours faithfully

For _____ (Name of the member)

Name & Signature of Designated director / Compliance Officer / Company Secretary

ANNEXURE

CHECKLIST FOR DOCUMENTS SUBMITTED -CHANGE IN REGISTERED OFFICE ADDRESS

Documents [except for SEBI Certificate (s)] to be submitted in 2 sets

Sr.	Particulars of Documents	Submitted (Yes/No)
1.	Certified Extract of Board Resolution in respect of change in registered office address duly signed and dated	
2.	Certified True Copy of Form No 18	
3.	Certified true copy of Remittance slip (Remittance to ROC)	
4	SEBI Registration certificate (s) in original	

For _____ (Name of the member)

Name & Signature of Designated director / Compliance Officer / Company Secretary