

## CHANGE OF REGISTERED OFFICE ADDRESS OF CORPORATE MEMBER

### Instruction for filling-up documents related to Change in Registered Office Address

Sr. No	Documents Ref. no.	Particulars	Compliance (Yes /No/NA)
<b>(1)</b>	<b>CAC-1</b>	<b>Request on the letter head of Member duly signed by designated directors intimating change of Registered Office Address. (format enclosed)</b>	
i.		Is letter submitted on the letterhead of the Corporate entity	
ii.		Is letter in the prescribed format of the Exchange	
iii.		Is the letter dated	
iv.		Is the letter addressed to Exchange	
v.		With effect from (date) mentioned matches with the date mentioned in Form 18	
vi.		With effect from (date) mentioned matches with the date mentioned in Board Resolution	
vii.		Whether new Registered Office Address mentioned matches with the address mentioned in Form 18	
viii.		Whether new Registered Office Address mentioned in the letter matches with the address mentioned in Board Resolution	
ix.		Contact details at new Registered Office Address like Name of the Contact Person, Telephone No, Fax No, Mobile No and Email ID are mentioned	
x.		Whether all enclosures / undertaking mentioned in the letter	
xi.		Whether Correspondence Address mentioned	
xii.		Contact details at Correspondence Address like Name of the Contact Person, Telephone No, Fax No, Mobile No and Email ID mentioned	
xiii.		Is letter duly signed by the Designated Director under the Rubber Stamp of the Corporate entity	
xiv.		Is place mentioned	
<b>(2)</b>	<b>CAC-2</b>	<b>Board resolution for change of Registered Office</b>	
i.		Is certified true copy of a suitable Board Resolution passed for approaching MCX for change of Registered Office Address is submitted	
ii.		Is Board Resolution submitted on the letterhead of the Corporate entity	

Sr. No	Documents Ref. no.	Particulars	Compliance (Yes /No/NA)
iii.		The board resolution is duly signed by the existing Designated Director and Rubber Stamp of the Corporate entity is affixed	
iv.		Whether new Registered Office Address mentioned in the Board Resolution matches with the address mentioned in letter	
v.		Whether new Registered Office Address mentioned in the Board Resolution matches with the address mentioned in Form 18.	
<b>(3)</b>	<b>CAC-3</b>	<b>Certified copy of Form No. 18 filed with ROC</b>	
i.		Is copy of Form No. 18 is certified by designated director under the Rubber Stamp of the Corporate Entity	
<b>(4)</b>	<b>CAC-4</b>	<b>Certified copy of ROC filing fees receipt</b>	
<b>(5)</b>	<b>CAC-5</b>	<b>Undertaking for change of registered office of the company.</b>	
i.		Is undertaking submitted on the letterhead of the Corporate entity	
ii.		Is all the contents mentioned in the undertaking	
iii.		Is Undertaking submitted is in the prescribed format of the Exchange	
iv.		Undertaking is duly signed by the Designated Directors under the rubber stamp of the Corporate Entity	
<b>(6)</b>	<b>CAC-6</b>	<b>Certified copy of the registration certificate issued by the ROC duly noting the change of Registered office address</b>	
i		No. However a declaration has been submitted by the Member in this respect.	
<b>(7)</b>	<b>CAC-7</b>	<b>Certified true copy of proof of new address of the applicant</b>	
i		Is the proof submitted is certified by the designated director	
		Existing Address:	
		Proposed address:	

**Format for informing changes in Registered office address of the Corporate**  
**(On the letter head of the member)**

Date:

To,  
Membership Department  
Multi Commodity Exchange of India Ltd.  
Exchange Square, CTS no 255,  
Gundavali village, Suren Road  
Chakala, Andheri (East),  
Mumbai- 400 093.

Dear Sir,

Sub: Change in Registered Office Address - (Member ID No. \_\_\_\_\_)

I / We hereby inform you that w.e.f ---- (date), our registered office address has changed as under:  
(Address)

The contact details of our new registered office are as below:

Contact Person: Mr. / Ms. -----

Tel. No.: -----

Fax No.: -----

Mobile No.: -----

Email ID: -----

We enclose herewith the following documents:

- i) Board resolution for change of registered office
- ii) Certified copy of Form No. 18 filed with ROC
- iii) Copy of ROC filing fees receipt
- iv) Undertaking duly signed by the designed director(s) of the company stating that change of registered office of the company is not accompanied by / associated with a change in constitution / directors / shareholding / management / control / dominant promoter group / networth etc.
- v) Copy of the registration certificate issued by the ROC duly noting the change of our registered office address. (Applicable only in case of change of ROC from one state to another.)

In case of any query please feel to contact Mr./Ms. \_\_\_\_\_ on  
\_\_\_\_\_ (mobile no./landline no.) and \_\_\_\_\_ (email id).

\_\_\_\_\_  
Signature of the Designated Director with company stamp

However, our correspondence address is:

**(Address)**

Contact Person: Mr. / Ms. -----

Tel. No.: -----

Fax No.: -----

Mobile No.: -----

Email ID: -----

Thank you.

Yours faithfully,

---

Signature of the designated director with company stamp

**Place:**

**Format of Undertaking for change of Registered Office Address of the Corporate**

(To be given by the Member on his letterhead and to be signed by existing designated director(s) under the rubber stamp of the company)

Date:

To,  
Membership Department  
Multi-Commodity Exchange of India Ltd.  
Exchange Square, CTS no 255,  
Gundavali village, Suren Road  
Chakala, Andheri (East),  
Mumbai-400 093.

Dear Sir,

Sub: Change in Registered Office Address - (Member ID No. \_\_\_\_\_).

I / We hereby inform you that w.e.f ----- (date), our registered office address has changed as under:  
(Address)

The contact details of our new registered office are as below:

Contact Person: Mr. / Ms. -----

Tel. No.: -----

Fax No.: -----

Mobile No.: -----

Email ID: -----

We hereby certify that this change in Registered Office Address of our company is not accompanied by / associated with a change in constitution / directors / shareholding / management / control / dominant promoter group / network etc.

Thanking you

Yours faithfully

\_\_\_\_\_  
Signature of the designated director with company stamp

**Place:**