

CHANGE OF ADDRESS OF INDIVIDUAL / PROPRIETOR / HUF
Instruction for filling-up documents related to Change in Address

Sr. No.	Document Ref. No.	Particulars	Compliance (Yes /No)
(1)	CAI-1	Request-cum-undertaking on the letter head from Member duly signed by individual/proprietor/ karta intimating change of address and certifying that change of address is not accompanied by / associated with a change in constitution and ownership of the membership	
i.		Is request-cum-undertaking submitted on the letterhead	
ii.		Is request-cum-undertaking in the prescribed format of the Exchange	
iii.		Is request-cum-undertaking dated	
iv.		Is request-cum-undertaking addressed to the Exchange	
v.		With effect from (date) mentioned in the letter	
vi.		Whether correspondence address (in full) mentioned in the letter.	
vii.		Whether permanent address / rental address has been marked in provided text box.	
viii.		Whether addresses are mentioned in the provided fields.	
ix.		Contact details at new 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.		Is ownership clause mentioned in the letter and remains with the existing Individual / Proprietor / HUF after the change	
xii.		Is letter duly signed by the Individual / Proprietor / HUF under the Rubber Stamp	
xiii.		Is place is mentioned	
(2)	CAI-2	Certified true copy of proof of permanent address of the member submitted	
		Certified true copy of proof of rental address of the member submitted	
i		Proof submitted is certified by the Individual / Proprietor / HUF	
		Existing Address:	
		Proposed Address:	

Note:

- ✓ If telephone bill is provided as proof then the said telephone number on bill should be part of contact details mentioned in the application.
- ✓ Telephone number and fax number mentioned on the letterhead of the member should match with the numbers mentioned in the application form.

(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,

Subject: Change in Correspondence Address - (Member ID No. _____).

I hereby inform you that w.e.f _____ (date), my correspondence address has changed as under:

Permanent Address or Rental Address *(Please confirm the correspondence address is rental or permanent address by selecting the appropriate box)*

Pin Code: _____

The contact details of new address:

Contact Person: Mr. / Ms. _____

Tel. No.: _____

Fax No.: _____

Mobile No.: _____

Email ID: _____

If above is rental address then provide permanent address details as under *(If above is permanent address then please mention "same as above")*:

Pin Code: _____

The contact details of new address:

Contact Person: Mr. / Ms. _____

Tel. No.: _____

Fax No.: _____

Mobile No.: _____

Email ID: _____

I hereby certify that this change in Address is not accompanied by / associated with a change in constitution / management / control.

Further I also certify that on change in address the ownership of the membership will remain with _____ (name of the Proprietor / Karta) and _____ (Trade name of the member if any).

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

Thanking you.

Yours faithfully,

Signature of the Individual/ Proprietor / Karta with firm stamp if any

Place:

Encl:

- Certified copies of the proof of permanent address and rental address.