

CHANGE OF ADDRESS OF PARTNERSHIP FIRM

Instruction for filling-up documents related to Change in Address of Partnership Firm

Sr. No	Document Ref. No.	Particulars	Compliance (Yes /No)
(1)	CAP-1	Request on the letter head of Member duly signed by Managing Partner intimating change of Address.	
i.		Is letter submitted on the letterhead of the Firm	
ii.		Is letter in the prescribed format of the Exchange	
iii.		Is the letter dated	
iv.		Is the letter addressed to the Exchange	
v.		With effect from (date) mentioned in the letter matches with the date mentioned in Supplement / Rectification deed	
vi.		Whether new address mentioned in the request letter matches with the address mentioned in application made / relevant Forms submitted to Registrar of Firm	
vii.		Whether new address mentioned in the request letter matches with the address mentioned in Supplementary / Rectified Deed	
viii.		Contact details at new Address like Name of the Contact Person, Telephone No, Fax No, Mobile No and Email ID are mentioned	
ix.		Whether all enclosures / undertaking mentioned in the letter	
x.		Is letter duly signed by the Managing Partner under the Rubber Stamp of the Firm	
xi.		Is place mentioned	
(2)	CAP-2	Certified copy of application made and relevant forms submitted to Registrar of Firms	
(3)	CAP-3	Certified copy of the receipt for the payments made to Registrar of Firms for change of address	
(4)	CAP-4	Undertaking for change in address of firm duly signed by the Managing Partner(s).	
i.		Is undertaking submitted on the letterhead of the Firm	
ii.		Is all the contents mentioned in the undertaking	

Sr. No	Document Ref. No.	Particulars	Compliance (Yes /No)
iii.		Is Undertaking submitted is in the prescribed format of the Exchange	
iv.		Undertaking is duly signed by the Managing Partner under the Rubber stamp of the Firm	
(5)	CAP-5	Certified copy of Rectification deed / Supplementary deed as submitted to Registrar of Firms	
i.		The address mentioned in the deed matches with the address mentioned in the request letter	
ii.		Is copy certified by the Managing Partner under the Rubber Stamp of the Firm	
(6)	CAP-6	Certified true copy of proof of new address of the applicant	
i		Is the proof submitted is certified by the Managing Partner	
		Existing Address:	
		Proposed Address:	

Format for informing changes in address of the Partnership Firm
(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 Address of our firm - (Member ID No. _____).

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

(Address)

The contact details of our new address are as below:

Contact Person: Mr. / Ms. _____

Tel. No.: _____

Fax No.: _____

Mobile No.: _____

Email ID: _____

We enclose herewith the following documents:

- i) Certified copy of application and relevant forms submitted to Registrar of Firm
- ii) Copy of the receipt for the payments made to Registrar of Firm for change of address
- iii) Undertaking duly signed by the Managing Partner(s) stating that change of registered office of the firm is not accompanied by / associated with change in constitution / Managing Partner(s) / Sharing Pattern / management / control / dominant promoter group / network etc.

- iv) Certified copy of rectification deed

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 Managing Partner(s) with firm stamp

Place:

Format of Undertaking for change of Address of Partnership Firm

(To be given by the Member on his letterhead and to be signed by the Managing Partner(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 Address of our firm (Member ID No. _____).

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

The contact details of our new address are as below:

Contact Person: Mr. / Ms. _____

Tel. No.: _____

Fax No.: _____

Mobile No.: _____

Email ID: _____

We hereby certify that this change in Address of our firm is not accompanied by / associated with a change in constitution / Managing Partner(s) / sharing pattern / management / control / dominant promoter group / network etc.

Thanking you

Yours faithfully

Signature of the Managing Partner(s) with firm stamp

Place: