

**Format for informing changes in Correspondence office address of the Corporate**

**(On the letter head of the member)**

**Date:**

To,  
Membership Department  
Multi-Commodity Exchange of India Ltd.  
102 A, Landmark, Suren Road  
Chakala, Andheri (East),  
Mumbai 400 093.

Dear Sir,

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

I / We hereby like to inform you that our correspondence office address has changed. The new address is as under:

\_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_

State: \_\_\_\_\_.

The contact details of our new correspondence office are as follows:

Contact Person: Mr. / Ms. \_\_\_\_\_

Tel. No. with STD Code: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

We hereby confirm that this change in correspondence office address does not result in change in our registered office address.

Thank you.

Yours faithfully,

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

**Place:**