

**(On the Member's Letterhead)**

Date:

To  
**The Chief- Membership & Compliance,  
Multi Commodity Exchange of India Ltd.  
Compliance Department**  
Exchange Square,  
CTS No. 255, Suren Road,  
Andheri (East),  
Mumbai- 400093

Dear Sir

**Sub: Issuance of Status Report**

We request you to issue a Status Report, required for the purpose of:

Sr. No	Purpose	Please Tick (any one)
1.	Issuance of New Bank Guarantee (Bank Name: _____ )	
2.	Renewal of Existing Bank Guarantee (Bank Name: _____ )	
3.	Banking Facilities (Type of facility: _____ )	
4.	NCDEX/NMCE Membership	
5.	Others. (Provide details: _____ )	

Kindly debit Rs. 500 plus applicable Service Tax for processing charges to our Settlement Account (No. \_\_\_\_\_ ) for the same.

Please do the needful at the earliest.

Yours faithfully,  
For  
**(Member's name):**  
**MCX Member ID:**

\_\_\_\_\_  
(Authorized Person Signature)  
Authorized Person Name with Designation