

**Application for Change of terminal address of Approved User ID**  
(On Members Letter-Head)

Date: \_\_\_\_\_

To,

The Trading Department  
Multi Commodity Exchange of India Limited  
Exchange Square, CTS No. 255  
Suren Road, Chakala, Andheri (East),  
Mumbai – 400 093  
Fax No.: 022 – 67269556/57

**Sub: Change of Terminal Address of Approved User ID**

Dear Sir,

I/We \_\_\_\_\_ (Trade name of Member) hereby apply for change of terminal address of Approved User id as per details given below:-

<b>Sr. No.</b>	<b>Member ID</b>	<b>User ID</b>	<b>Approved User Name</b>	<b>Old Terminal Address</b>	<b>New Terminal Address</b>

In case of change in address leading to Pro Account trading facility from more than one location, additional details should be provided in the following format:

Sr. No.	User Id	User Name	CTCL Id (if applicable)		Postal Address with Pin Code	VSAT /Lease Line /Internet		Name of the Director (s)/ Partner(s)/ Authorised Supervising Person * stationed at the location	Reason
			Pin Code (First 6 Digits of CTCL ID)	Branch ID (Next 3 Digits of CTCL ID)		Primary	Back Up		

\* In case of Authorised Supervising Person, kindly provide a copy of a letter duly signed by two Directors / Partners/ Proprietor authorizing the Authorised Supervising Person for supervising the Pro-account trading at the specified location.

Regards,  
Name of the Member

(Authorised Signatory)  
Name and Designation  
Member ID \_\_\_\_\_  
Contact No: \_\_\_\_\_