

**Reset of Member Admin Password**

(On Member's 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: Reset of Member Admin password**

Dear Sir,

You are requested to unlock and / or reset the password of the following member Id/user ID(s).

(Please strike off whichever is not applicable)

Member Id: \_\_\_\_\_

User ID(s): \_\_\_\_\_

Regards,  
Name of the Member

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