AP-7

Application for Change in Registered Details

(On the letterhead of the Authorised person)

I Mr. /Ms. / M/s. _____ *(name of the applicant authorised person)* registered Authorised Person under _____ (name of Member).

I/We have applied for change in my/our registered details marked below.

- ☐ Address (Residential/Office)
- ☐ Contact Details
- ☐ Trade Name
- ☐ Director/Partner

Existing (before change) details of Authorized Person are as follows:

Name of the Authorized Person	**Trade Name of the Authorized Person**	**AP Registration number**	**Existing Details (Address/Contact Details/Trade Name/Director/Partner)**

Following changes to be made (details after change):

Name of the Authorized Person	**Trade Name of the Authorized Person**	**AP Registration number**	**New Details (Address/Contact Details/Trade Name/Director/Partner)**

Further, please find enclosed following documents towards aforesaid changes.

In case of Change in Address:

a. Latest Address proof of the new address duly certified by the Member.

_____

@Authorized Signatory

(To be attested by the Member):- _____

#Authorized Signatory & Seal of Member

@To be signed by the AP whose signature is on the records of the Exchange

 # To be signed only by Proprietor/ Karta / Managing Partner/ Designated Director/ authorized signatory as on the records of the Exchange

In case of Change in Trade Name:

a. In case of an individual where there is change in name, self-attested copy of
   i. PAN card with new name
   ii. Gazette Notification
   iii. Marriage certificate/affidavit
b. In case of Partnership firm, duly certified copy of registered partnership Deed along with New Registration Certificate of ROF in case of Change in Name/Trade Name of Partnership Firm duly certified under the rubber stamp of the partnership firm
c. In case of a Corporate, duly certified copy of certificate of Incorporation & board resolution.
d. In case of LLP, revised LLP agreement (2) e Form 5 along with receipt / challan for filing e Form 5 (3) updated register maintained by LLP showing changed name of the LLP
e. In case of change in Name/Trade Name, address proof in new name duly certified by the Member.

In case of Change in Director or Partner:

a. Incoming Director's/Partner's PAN Card, Address Proof, Education Qualification Proof (duly certified by Member) & Undertaking (AP-4).
b. In case of partnership/LLP, AP-3 & AP-5b duly certified by CA/CS mentioning the new partnership ratio and revised partnership deed along with documents submitted to ROF.
c. In case of corporate, AP-3 & AP-5a duly certified by CA/CS and Board Resolution and DIR 12 duly certified by the Member.
d. A validated copy of the KRA-KYC of the Partner/Director is scanned along with the PAN of the applicant.

I /we hereby request you to make an application to the Exchange for making aforesaid changes.

_____

@Authorized Signatory

(To be attested by the Member):- _____

#Authorized Signatory & Seal of Member

@To be signed by the AP whose signature is on the records of the Exchange

 # To be signed only by Proprietor/ Karta / Managing Partner/ Designated Director/ authorized signatory as on the records of the Exchange