(On the letter head of the Member)

Change in Authorised Signatory (ies) - Corporate

Date: _____

To,
Membership Department
Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited
Exchange Square,
Suren Road, Andheri East,
Mumbai – 400093.

Sub: Change in Authorised Signatory (ies)

Ref: Member ID _____
SEBI Registration No. _____

Sir / Madam,

This is to inform you that there is change in Authorised Signatory (ies) as under:

Name of the Authorised Signatory (AS)	**Change is related to** *(please select appropriate option)* – ***(Addition / Deletion / Continued as AS)***	**Designation of the Authorised Signatory**	**Board Resolution date**
Mr. / Ms.			
Mr. / Ms.			
Mr. / Ms.			

We have updated the change request details on MMPI Portal (https://memprofile.mcxindia.com/) under the tab of Authorised Signatory and have uploaded this document along with copy of board resolution.

Yours faithfully,
For _____ (Name of the Member)

_____
Signature of Designated Director / Managing Partner / Designated Partner / Proprietor / Authorised Signatory
Under rubber stamp

(On the letter head of the Member)

Suggested format of Board Resolution

CERTIFIED COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF _____ (NAME OF THE MEMBER ENTITY) HELD ON _____ (DAY AND DATE OF MEETING)___ AT THE REGISTERED OFFICE OF THE COMPANY AT_____(ADDRESS AT WHICH MEETING HELD) _____ AT _____(TIME OF THE MEETING)

Authority to execute documents to be submitted by the company for the activites to be carried out at the Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited

"*RESOLVED THAT* the following persons namely:

Name of Authorized Signatory (AS)	Designation	Specimen Signature of AS

be and is / are hereby authorized to sign / execute and submit all the necessary papers, letters, agreements, documents, writings, submissions etc. to be submitted by the company to Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited as may be required for day-to-day activities / transactions, operations and correspondence. The acts done and documents shall be binding on the company, until the same is withdrawn by giving written notice thereof."

(in case of deletion of Authorised Signatory)
"*RESOLVED FURTHER THAT*, Mr./Ms._____ and Mr./Ms._____ be excluded from the authorised signatories."

"RESOLVED FURTHER THAT a copy of the above resolution duly certified as true by designated director / authorised signatory of the company be furnished to Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited and such other parties as may be required from time to time in connection with the above matter."

Certified True Copy
For _____ (Name of the Member)

_____
Name and Signature of Designated Director / Company Secretary of the Member (if any)
Under Rubber Stamp

Designation: _____
Date: _____