(On the letterhead of the member)

Change in Correspondence Office Address
(Not applicable in case of Individual Member)

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.

Sir / Madam,

Sub: Change in Correspondence Office Address

Ref: Member ID _____
SEBI Registration No. _____

I / We hereby like to inform you that our correspondence office address has changed with effect from _____, the details of which are tabled below:

Particulars	**Details**
Address Line 1	
Address Line 2	
City	
PIN Code	
State or Union Territory	
Country	
Contact Person	
Mobile Number	
Office Telephone Number	
Fax No.	
Designated Email ID	
Nature of Office (Own / Lease / Rented / Leave & License)	
Carpet Area	

We hereby confirm that this change in correspondence office address does not result in change in our registered office address.

Further, we undertake that any change in the Correspondence Office Address shall be intimated to the Exchange and / or Clearing Corporation and / or Depositories within 15 days of carrying out such change.

We have updated the change request details on MMPI Portal (https://memprofile.mcxindia.com/) under the TAB of Address Details and have uploaded this document as well.

For _____ (name of the Member)

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