Application for Change in Registered Office address
(To be submitted on Letterhead of the Trading Member)

Date:

To,

(Name of the Exchange (s) where the Member is registered)

Dear Sir/Madam,

Sub: Change in Registered Office Address

Membership details:

Member ID	**Name of the Exchange / Clearing Corporation / Depositories**

I / We hereby inform you that w.e.f --------- (date), our Registered office address has changed as under:

Address line 1	
Address line 2	
Address line 3	
City/Town	
District	
Pin code	
State	

The contact details of our new Registered Office are as below:

Contact Person: Mr. / Ms. ------
Tel. No.: ---------
Fax No.: ---------
Mobile No.: ------
Email ID: ------

- Kindly debit my designated account linked with the Exchange (s) towards processing fees along with applicable taxes for each change in Registered office address.

- We confirm that we have informed all our clients about the change in Registered Office address.

- We hereby designate (Name of the Exchange) for intimating the said change in Registered Office to SEBI.

The following documents have been submitted by us with regards to this application:

Sr.	Particulars of Document	Submitted (Yes/No)
1.	Certified true copy of the INC-22 and challan copy filed with RoC	
2.	Certified Copy of the 'Certificate of Registration' issued by the RoC duly noting the change of Registered Office Address. **(*Applicable only in case of change in State)***	
3.	Certified copy of Board resolution/Partners Resolution approving the change in registered office address.	

Further, our correspondence address is as below:

Address line 1	
Address line 2	
Address line 3	
City/Town	
District	
Pin code	
State	

The contact details of our new Correspondence Office are as below:

Contact Person: Mr. / Ms. ------
Tel. No.: ---------
Fax No.: ---------
Mobile No.: ------
Email ID: ------

For any further communication in this regard, please contact the undersigned or Mr. / Ms. / Mrs. _____ *(name of the contact person)* on _____ *(contact numbers)* or e-mail _____.

For (Name of Trading Member)

Signature of Designated Director / Managing Director / Compliance Officer / Company Secretary
Name of the Signatory

Note :-
1. Kindly upload/ update the documents mentioned above on portal.