(On the letterhead of the Member)

Intimation Related to Branch Office

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 - 400 093.

Sub: Intimation Related to Branch Office

Ref: Member ID _____
SEBI Registration No. _____

Sir / Madam,

This is to inform and to update the records of Exchange and / or Clearing Corporation with respect to the _____ (**Opening / Closing / Shifting) of Branch Office (s)**, details of which are provided in the following table:

Branch Name	
Address Line 1	
Address Line 2	
City	
PIN Code	
State or Union Territory	
Country	
Contact Person	
Mobile Number	
Office Telephone Number (	
Residence Phone Number	
Fax Number	
Nature of Office (Own / Lease / Rented / Leave & License)	
Email – ID	
Carpet Area	

I / We undertake to intimate and update the Exchange and / or Clearing Corporation as and when there is any change in the branch office details with respect to the opening / closing / shifting of any of our Branch Office.

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

Yours faithfully,
For _____ (Name of the Member)

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