

**Format for informing changes in Registered office address of the Corporate  
(On the letter head of the member)**

To,

Membership Department  
National Spot Exchange Ltd.  
FT Tower, 4<sup>th</sup> Floor  
CTS No. 256 & 257  
Suren Road, Chakala  
Andheri (E)  
Mumbai 400 093

Dear Sir,

Sub: Change in Registered Office Address - (Member ID No. \_\_\_\_\_)

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

(Address)

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

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

We enclose herewith the following documents:

- i) Certified copy of Board resolution for change of registered office
- ii) Certified copy of Form No. 18 filed with ROC
- iii) Certified copy of ROC filing fees receipt
- iv) Undertaking duly signed by the designed director(s) of the company stating that change of registered office of the company is not accompanied by / associated with a change in constitution / directors / shareholding / management / control / dominant promoter group / net worth etc.
- freev) Copy of the registration certificate issued by the ROC duly noting the change of our Registered office address. (Applicable only in case of change of ROC from one state to another.)

Signature of the designated director  
with company stamp

In case of any query please feel to contact Mr./Ms. \_\_\_\_\_ on  
\_\_\_\_\_(mobile no./landline no.) and \_\_\_\_\_ (email id).

However, our correspondence address is:

**(Address)**

Contact Person: Mr. / Ms. -----

Tel. No.: -----

Fax No.: -----

Mobile No.: -----

Email ID: -----

Thank you.

Yours faithfully,

\_\_\_\_\_

Signature of the designated director with company stamp

**Place:**

**Date:**

**Format of Undertaking for change of Registered Office Address of the Corporate**

(To be given by the Member on his letterhead and to be signed by existing designated director(s) under the rubber stamp of the company)

To,  
Membership Department  
National Spot Exchange Ltd.  
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Mumbai 400 093

Dear Sir,

Sub: Change in Registered Office Address - (Member ID No. \_\_\_\_\_).

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

(Address)

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

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

We hereby certify that this change in Registered Office Address of our company is not accompanied by / associated with a change in constitution / directors / shareholding / management / control / dominant promoter group / net worth etc.

Thanking you,

Yours faithfully,

\_\_\_\_\_

Signature of the designated director with company stamp

Place:

Date: