

## **Ace Derivatives and Commodity Exchange Limited**

### **CHANGE IN REGISTERED OFFICE ADDRESS**

### **PARTNERSHIP FIRM / LIMITED LIABILITY PARTNERSHIP FIRM**

#### **CHECKLIST**

<b>Sr. No.</b>	<b>Annexure</b>	<b>Particulars</b>	<b>Compliance (Yes / No)</b>
1.	<b>B1</b>	Request letter for change in Registered office address	
2.	-	Certified true copy of the new address proof	
3.	-	Certified copy of application made and relevant forms submitted to Registrar of Firms	
4.	-	Certified copy of the receipt for the payments made to Registrar of Firms for change of address	
5.	-	Certified true copy of the rectification deed/supplementary deed as submitted to registrar of firms	

Please feel free to call /write to us for queries, if any:

Membership Department  
**Ace Derivatives and Commodity Exchange Limited**  
6th Floor- Zone II, Kotak Infinity, Building No. 21,  
Infinity IT Park, General A K Vaidya Marg,  
Dindoshi, Malad (E), Mumbai – 400 097

E-mail: [membership@aceindia.com](mailto:membership@aceindia.com)

**Format of Undertaking for change of Address of Partnership Firm**

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

**Date:**

To,  
Membership Department  
**Ace Derivatives and Commodity Exchange Limited**  
6th Floor- Zone II, Kotak Infinity, Building No. 21,  
Infinity IT Park, General A K Vaidya Marg,  
Dindoshi, Malad (E), Mumbai – 400 097

Dear Sir,

**Sub:** Change in Address of our firm (Member ID No. \_\_\_\_\_).

I / We \_\_\_\_\_ (name of the designated partner) and \_\_\_\_\_  
(name of the designated partner) and \_\_\_\_\_ (Trade name of the member) hereby  
inform you that w.e.f. \_\_\_\_\_ (date), my / our address has changed:

The new address is as under:

\_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_

State: \_\_\_\_\_.

The contact details of our new office are as follows:

Contact Person: Mr. / Ms. \_\_\_\_\_

Tel. No. with STD Code: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

I hereby certify that this change in Address is not accompanied by / associated with a change in constitution / management / control/ ownership of the membership.

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

Thanking you.  
Yours faithfully,

\_\_\_\_\_  
Signature of the designated partner

\_\_\_\_\_  
Signature of the designated partner

**Place:**