



## Ace Derivatives and Commodity Exchange Limited

### CHANGE IN CORRESPONDANCE ADDRESS

#### CHECKLIST

Sr. No.	Annexure	Particulars	Compliance (Yes / No)
1.	A1	Request letter for change in Correspondence address	
2		Certified true copy of new address proof	

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 for informing changes in Correspondence Address**  
**(On the letter head of the member)**

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: Request letter for Change in Correspondence Address**

I / We hereby like to inform you that our correspondence address has changed.

The new address is as under:

\_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ Pin Code: \_\_\_\_\_  
State: \_\_\_\_\_.

The contact details of our new correspondence address are as follows:

Contact Person: Mr. / Ms. \_\_\_\_\_  
Tel. No. with STD Code: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Email ID: \_\_\_\_\_

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

Thanking you,

Yours faithfully,

Signature and seal of the member

Signature and seal of the member

Authorised Signatory

Authorised Signatory

Place: \_\_\_\_\_

Date: \_\_\_\_\_