

Ace Derivatives and Commodity Exchange Limited

CHANGE IN NAME

INDIVIDUAL/PROPRIETOR/HUF

CHECKLIST

Sr. No.	Annexure	Particulars	Compliance (Yes / No)
1.	C1	Intimation Letter for change in name by the Member	
2.	C2	Undertaking cum indemnity by the Member on Stamp Paper of Rs.300/- and to be duly Notarised	
3.		Copy of PAN card in the new name	
4.		Copy of gazette in case of Individual	
5.	C3	Business Undertaking	
6.	C4	Undertaking for stamp duty	
7.	C5	Intimation of change in name in Members Own Account, Client Account and Settlement accounts (To be submitted after the No Objection Certificate from the Exchange)	
8.	C6	Intimation of change in name in Depository accounts (To be submitted after the No Objection Certificate from the Exchange)	
9.	C7	Letter from Bank for change of name in Collaterals (To be submitted after the No Objection Certificate from the Exchange)	
10.		Original copy of Membership certificated issued in the old name to be returned	
11		Processing fees of Rs. 5000/- plus service tax as per Circular No:- ACE /MEM-007/2010/050 dated 29/12/2010	

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

(Draft of letter of intimation of change in name to be given by the member on the Letterhead)

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 name from _____ to _____

Please take note that I/ we want to make change in the name of our membership from _____ to _____. I / We hereby certify that on change of name the Proprietor/ HUF remains the same i.e. _____(name of the Proprietor/karta).

I / We further certify that this change of name is not accompanied by / associated with change in constitution / management / control and the required networth is maintained by us as per the norms of the Exchange.

I/we also undertake to comply with the formalities and documentation as may be required by the Exchange to record the said change in its records.

I/We request you to kindly effect the said change in your system/records and enable us to continue our trading and related activities on the Exchange in our new name.

I/We undertake to forward a letter from _____(name and address of bank) confirming the securities issued in our earlier name and their enforceability pursuant to the change as aforesaid after approval of change of name by the Exchange. Please also find our undertaking cum indemnity favoring the Exchange in this regard

Thanking you,

Yours faithfully,

Signature and seal of the member

Authorised Signatory

Place: _____

Date: _____

(Undertaking should be stamped as an Agreement on Non-Judicial stamp paper of Rs.300/- or the value prevailing in your state, whichever is higher-Must be notarized & signed at each page)

From:
Name of the Member (New Name)
Regd. Office Address

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

Undertaking cum Indemnity

WHEREAS we are the member of Ace Derivatives and Commodity Exchange Limited under the name and style of “_____”. And whereas we have changed our name from _____ to _____ and have requested you to effect the said change in your records accordingly, for all purposes and to enable us to continue to function as members of the Exchange under our new name and style.

In consideration of our request for effecting change of name in your records, we hereby submit an unconditional irrevocable undertaking in favour of Ace Derivatives and Commodity Exchange Limited (hereinafter referred to as the “Exchange “) that

1. I will honour all the past and present liabilities and obligations of M/s._____ (Old Name of the Member), residing at _____ in respect of my trades on the Exchange platform, including all liabilities and obligations that may arise in future which could be appropriated by the Exchange from the deposits, bank guarantees and relevant bank accounts of _____ (New Name of the Member).

2. I shall not misuse my old name or entity and shall not mislead or misrepresent the Exchange or any other person whatsoever pursuant to the said change in name.

3. I shall remain bound by all my actions, trades, deeds and representations whatsoever in relation to the Exchange or its affiliates, carried out or done by me in our erstwhile entity/name and/or new entity/name and shall not hold the Exchange responsible in any manner whatsoever for such acts, deeds, trades and representations.

Signature(s) of the Individual /Proprietor / Karta

3. I undertake to keep all my clients or constituents informed of the said change in name and agree and undertake to the Exchange that I shall continue to be responsible for all my actions done for and/or on behalf of my said clients or on my own behalf, in my erstwhile name/entity and shall be bound by the Byelaws, Rules and Business Rules of the Exchange in respect of all such actions and representations as if the same were and are done by me in my present name and style.

4. I undertake to notify the Bank whose guarantee has been provided as security on my behalf, as to the said change in my name and the rights of the Exchange by virtue of the said Bank Guarantee/s shall not in any way get affected by the said change and the subject bank Guarantee shall continue to be enforceable.

5. I shall indemnify the Exchange in case of any claims including that of third parties whatsoever arising out of or by virtue of my change in name as above and I hereby authorize the Exchange to hold and exercise any of its rights on all my monies and/or securities including Bank Guarantees held by the Exchange in my erstwhile name and style and to apply such monies or securities wherever necessary as if the same are held in my present name and style and I shall not dispute any such action of the Exchange in any manner whatsoever.

Signed on this _____ day of _____, 200_

For M/s _____

Signature(s) of the Individual /Proprietor / Karta

Signed in my presence,

Notary

(On the letterhead 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,

I _____ (Name of Individual/
Proprietor/ Karta), of _____
(Trade name of the Member) hereby confirm/undertake as under:

I confirm/undertake that neither I do/nor I intend to carry any business in
share/stocks/securities in future under the trade name of
_____ (Name of the
Member)

I also confirm/undertake that I intend to carry a business related to commodities and
commodity related derivatives/futures trading only.

Thanking you,

Yours faithfully,

Signature and seal of the member

Authorised Signatory

Place: _____

Date: _____

(On the letterhead 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.
Fax No 022 6708 0391

Dear Sir,

I, _____ (Name of the Member) hereby confirm that stamp duty and other taxes recovered from the clients have been deposited in the relevant Government account/treasury.

Thanking you,

Yours faithfully,

Signature and seal of the member

Authorised Signatory

Place: _____

Date: _____

ON BANK'S LETTERHEAD

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: Details of Bank Accounts.

Please note that the details of Bank Accounts opened with us are as follows:

Name of the Member –

Account Type	Branch	Account No.
Ace Settlement Account		
Ace Member Own Account		
Ace Member Client Account		

Thanking you,

Yours Faithfully
(Authorised Signatory)

**Letter to be given by the Member for intimating the Depository Details
(On the letterhead of the Member)**

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/Madam,

Sub: Depository CM Pool Account Details (NEW / REVISED)

Clearing Member Code (CMID): _____

Clearing Member Name: _____

You are requested to please update my depository CM Pool account details as follows:

	DP Name	Pool Account ID
CDSL Pool Account		

Please find attached herewith account opening confirmation letter (Client Master List) as received from DP. You are requested to note our above mentioned details.
Yours faithfully,

Authorized Signatory

Note:

- 1) The letter is to be submitted on the letterhead of the member.
- 2) The letter is to be duly signed by the member.
- 3) The letter has to be complete in all respects (as per format).

(Letter to be given by the Bank to Ace on its Letterhead)**Date:**

To,

Clearing & Settlement 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.
 Fax No 022 6708 0391

Dear Sir,

We invite your reference to the following Fixed Deposit/Bank Guarantee issued in favor of ACE Derivatives & Commodity Exchange Limited on behalf of M/s.

_____ (Member Name in full).

Sr. No	FDR No/ BG NO.	Issue Date	Maturity Date	Claim Date	Amount

We wish to inform you that the Company has intimated us their change in constitution/name from _____ (Old name) to _____ (New name/entity) and have requested us to confirm to you the continuation of the above stated FDR's and Bank Guarantees in their name issued in your favor. We therefore, hereby confirm that the FDRs and Bank Guarantees referred above and issued by us on behalf of _____ (Old name) shall be deemed to have been issued for and in the name of _____ (New name/entity) and shall continue to be valid and enforceable inspite of the change in constitution/name as above and we undertake to honour any claim or demand from you on account of _____ (New name) either in the name of _____ (old name) or _____ (new name /entity).

Thanking You

For _____ (Bank Name)

Authorised Signatory

Seal of the Bank