

## Ace Derivatives and Commodity Exchange Limited

### CHANGE IN REGISTERED OFFICE ADDRESS

#### BODY CORPORATE

#### CHECKLIST

Sr. No.	Annexure	Particulars	Compliance (Yes / No)
1.	A1	Request letter for change in Registered office address	
2.	A2	Board Resolution for change in Registered office address	
3.	-	Certified true copy of new address proof	
4.	-	Certified copy of Form No. 18 filed with ROC	
5.	-	Certified copy of ROC filing fees receipt	

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

Membership Department  
**Ace Derivatives and Commodity Exchange Limited**  
401, B Wing, Building no: 4, Infinity IT Park  
Gen. A K Vaidya Marg  
Malad East  
Mumbai 400 097  
E-mail: [membership@aceindia.com](mailto:membership@aceindia.com)

**Format of Undertaking for change of Address of Corporate**

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

**Date:**

To,  
Membership Department  
**Ace Derivatives and Commodity Exchange Limited**  
401, B Wing, Building no: 4, , Infinity IT Park  
Gen. A K Vaidya Marg  
Malad East  
Mumbai - 400 097.

Dear Sir,

**Sub: Request letter for change in Registered office address**

I / We \_\_\_\_\_ and \_\_\_\_\_ Designated Directors of \_\_\_\_\_ (Trade name of the member) hereby inform you that w.e.f. \_\_\_\_\_ (date), our registered office 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 / We hereby certify that this change in Registered office Address is not accompanied by / associated with a change in constitution / management / control/ ownership of the membership.

I / We hereby confirm that there is no change in Correspondence office address due to change in Registered Office Address.

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 Director

\_\_\_\_\_  
Signature of the Designated Director

**Place:**

**Suggested Format of Board Resolution  
(On Company Letter head)**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE  
BOARD OF DIRECTORS OF

HELD ON \_\_\_\_\_ AT THE REGISTERED OFFICE OF THE  
COMPANY  
AT \_\_\_\_\_

**RESOLVED THAT** the company has decided to change its registered office address.  
The new registered office address of the company is as under:

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

**RESOLVED FURTHER THAT** a copy of the above resolution duly certified as true by  
Designated Director/ authorised signatory of the company be furnished to Ace  
Derivatives and Commodity Exchange Limited and such other parties as may be  
required from time to time in connection with the above matter.

Certified true copy

For (name of the Company)

Signature:

Name:

Designation:

Rubber Stamp