

**Format for informing changes in correspondence office address of the Corporate**  
**(On the letterhead of the member)**

Date:

To,

Membership Department  
Indian Energy Exchange Ltd.  
Unit no.3,4,5 & 6, Fourth Floor, Plot No.7,  
TDI Center, District Center, Jasola,  
New Delhi 110 025

Dear Sir/Madam,

**Sub: Change in Correspondence Office Address-(Member Id No \_\_\_\_\_ )**

I/We hereby like to inform you that our correspondence office address has changed. The new address is as under:

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

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

Thank You,

Yours faithfully,

\_\_\_\_\_  
Signature of the authorized signatory with company stamp

Place: