

## CHANGE IN NAME OF PARTNERSHIP FIRM

### Instructions for filling up documents related to change in name

Sr No	Particulars	Compliance Yes/No
<b>1</b>	<b>Letter intimating the change in name by the Member to IEX as per the prescribed format.</b>	
i.	Is letter submitted on the letterhead of the Partnership Firm entity having old name	
ii.	Is letter duly signed by the Managing Partner under the Rubber Stamp of the Partnership Firm	
<b>2</b>	<b>Certified copy of the Approval received from Registrar of Firm approving change of name.</b>	
<b>3</b>	<b>Copy of Rectification/Supplementary Deed for name change</b>	
i.	Is the copy of Rectification/Supplementary Deed certified by the managing Partner under the rubber stamp of the Partnership Firm	
ii.	Partnership Deed Main Objects should include trading in Electricity/REC as nature of Business	
<b>4</b>	<b>Copy of PAN Card in the new name of the Partnership Firm duly certified by the Managing Partner of the Firm.</b>	
<b>5</b>	<b>Intimation of Client and Settlement Account details in the new name in our prescribed format. Note: Name change (new name) in the above said document is to effected/carried out only after receipt of intimation from the Exchange.</b>	
<b>6</b>	<b>Membership Certificate with the old name to be returned</b>	

**(Draft Letter intimating change in name to be given by the member on its letterhead)**

Date:

From,

M/s-----,  
-----,  
-----,

To,

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

Dear Sir,

**Sub: Change in name of Partnership Firm from \_\_\_\_\_ to \_\_\_\_\_**

Please take note that name of our Partnership Firm has been changed from \_\_\_\_\_ to \_\_\_\_\_ with effect from \_\_\_\_\_. A certified true copy of the certificate of modification issued by the Registrar of Companies is enclosed for your record. We hereby certify that this change in name is not accompanied by/associated with change in management /control and the required Networth is maintained by us as per the norms of the Exchange. Further we undertake to comply with the documentation as may be required by the Exchange to record the said change in its records.

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

Yours Faithfully,

For M/s-----,

\_\_\_\_\_  
(Signature(s) of the Managing Partner

(Rubber stamp of the Firm)

Name-

**(Letter to be given by Bank to IEX on its letterhead in the format as given below)**

To,

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

Dear Sir,

**Sub: Change in Name – M/s**\_\_\_\_\_

This is to certify that the title of the following accounts has been change pursuant to the change in the name of the account–holder from ..... (old name) to ..... (new name):

<b>Sr No.</b>	<b>Title of Account</b>	<b>Account Number</b>
1.	(New Name of the applicant) – IEX Client A/c	
2.	(New Name of the applicant) – IEX Settlement A/c	

Thanking You.

For \_\_\_\_\_ Bank,

**Authorised Signatory**  
**Seal oh the Bank**

Copy to: M/s\_\_\_\_\_ (new name)