

## CHANGE IN NAME OF A CORPORATE MEMBER

### 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 company having old name.	
ii.	Is the letter duly signed by the authorized signatory under the rubber stamp of the company.	
<b>2</b>	<b>Certified true copy of certificate of modification issued by Registrar of companies.</b>	
<b>3</b>	<b>Board Resolution on new letter head of the member as per the prescribed format.</b>	
i.	The specimen signature of the Designated Director is provided in the Board Resolution.	
ii.	Rubber Stamp of the company is affixed next to the signature of the Chairman.	
<b>4</b>	<b>Memorandum and Articles of Association with New Name.</b>	
i.	M&A submitted with new name include trading in Electricity/REC as nature of Business in main object clause.	
<b>5</b>	<b>Copy of PAN card is submitted in the new name of the company duly certified by the authorized signatory of the company.</b>	
<b>6</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>7</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 our company from \_\_\_\_\_ to \_\_\_\_\_**

Please take note that the name of our company has been changed from -----  
-----to----- with effect from \_\_\_\_\_. **A certified true copy of certificate of modification issued by Registrar of companies is enclosed for your record.** We hereby certify that this change of name is not accompanied by /associated with change in management/control and the required net worth is maintained by us as per the norms of Exchange. Further we undertake to comply with the documentation 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 of the Authorised Signatory

\_\_\_\_\_  
(Rubber stamp of the Co)

Name-

**(On Company Letter head)**

**True extracts of the minutes of the meeting of the board of directors of the company.....held on date..... at the registered office .....**

Resolved that the board authorize.....Ltd,  
,to become a (Proprietary Member, Professional Member or Trader Member of Indian Energy Exchange Ltd. (IEX).

Further the board appoints Mr./Ms ..... and Mr./Ms..... to be the authorized representatives of the company and they are hereby authorized to act as designated director on behalf of the company for all matters related to Indian Energy Exchange Ltd. (IEX).

Further resolved that Mr./Ms.....AND /OR Mr./Ms..... of the company are also authorized to sign jointly, singly or severally all documents / agreements on behalf of the company for acquiring the membership and operations of Indian Energy Exchange Ltd. (IEX).

**FOR AND ON BEHALF OF THE BOARD OF DIRECTORS**

Chairman

Company Seal/Rubber Stamp

Date

Place

**Specimen Signatures of Authorized Signatories.**

Name of Authorized Signatory	Specimen Signature

**(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 on the Bank**

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