

CHANGE IN NAME OF AN INDIVIDUAL/PROPRIETOR

Instructions for filling up documents related to change in name

Sr No	Particulars	Compliance Yes/No
1	Letter intimating the change in name by the Member to IEX as per the prescribed format.	
i.	Is letter submitted on the letterhead having old name	
ii.	Is individual / proprietor remains the same and name of the individual or proprietor after the name change mentioned in the letter.	
iii.	Is letter duly signed by the individual/proprietor under the Rubber Stamp.	
2	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.	
3	Membership Certificate with the old name to be returned	

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

Date:

From,

Mr. /Ms. /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 from _____ to _____

Please take note that I/we want to make change in the name of our membership from -----
----- to ----- . We hereby certify that on change of name the
Proprietor remains the same i.e. ----- (name of the Proprietor). I/ we further
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. I also
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 of the Individual)
(Rubber stamp)

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):

Sr No.	Title of Account	Account Number
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)