

**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.  
Plot No. C-001/A/1, 9th Floor, Max Towers,  
Sec - 16B, Noida, Gautam Buddha Nagar,  
Uttar Pradesh- 201301

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: