CHANGE OF NAME OF PARTNERSHIP FIRM

Instruction for Submission & filling-up documents:

Stage 1- Prior Approval for effecting name change.			
Sr. No	**Document Ref. No.**	**Particulars**	**Compliance (Yes /No)**
1	**CNP-1**	**Letter seeking prior approval for effecting Change of Name.**	
2	**CNP-2**	**Undertaking from Partners for proposal of name change and signing documents / undertaking related to change of name.**	
3	**CNP-DI**	Debit Instruction for processing fees: • Rs. 5,000 + applicable taxes towards Processing Fees (**In case of Trading Member (TM): -** Clearing Member will authorize the Exchange on their letterhead to debit their settlement account towards penalty plus applicable taxes for the said Member.)	
Stage 2 - Documents to be submitted after completing ROF formalities and for incorporating name change in SEBI Registration Certificate (along with providing the name of the Designated Exchange / Clearing Corporation for forwarding the request for change of name to SEBI, in case the Member is a registered with other Exchanges/ Clearing Corporation and Depositories)			
3	**CNP - 3**	**Undertaking from all Partners after effecting name change.**	
4	**CNP-4**	**Original SEBI Certificate is submitted**	
5	**CNP-5**	**Original Membership Certificate of the Exchange is returned.**	
6	**CNP-6**	**Certified Copy of ROF Certificate (Indicating Name Change).**	
7	**CNP-7**	**Certified Copy of PAN Card* is submitted in the new name of the Firm.** ***In case, the PAN Card in new name is yet to be received, the copy of acknowledgement of application made to the Income Tax Department should be submitted.**	
8	**CNP-8**	**Revised Partnership Agreement / Deed is submitted.**	
Stage 3 - Documents to be submitted for effecting name change (after receiving SEBI registration certificate in the new name)			
9	**CNP-9**	**Undertaking cum Indemnity on Stamp Paper of Rs. 500/- in new name duly notarised**	

10	**CNP-10**	**Intimation of Client and Settlement Account details in the new name (In case of Trading Member only, Client Account details to be submitted)** **Note:-** Name change (new name) in the above said document is to be effected / carried out only after receipt of intimation from the Exchange	
11	**CNP-11**	1. **Letter from Bank to Multi Commodity Exchange of India Limited / Multi Commodity Exchange Clearing Corporation Limited confirming the change of name in** • Fixed deposits Receipt(s) • Bank Guarantees, and, 2. **Pledge deed in the new name for the warehouse receipts submitted to us (if any)** In case the member has a DP account with custodian, then the member is required to do the name change process at DP level and intimate the Exchange	
12	**CNP-12**	**Certified Copy of GST Certificate**	
13	**CNP-13**	**Confirmation Letter from the Clearing Member, providing for the name change (applicable in case of Trading Member)**	
14	**CNP-14**	**Letter from Clearing Member to the Clearing Bank for operations of Clearing Account (only in the case of TCM)**	
15	**-**	**MMPI Portal Updation (https://memprofile.mcxindia.com/):** a) Changes to be made under TAB "Member Details" by adding new name. b) Upload Document along with supporting c) Save & Update d) Submit	

(On Letterhead of Member Entity having Old Name)

CNP-1

REQUEST FOR EFFECTING CHANGE OF NAME

Date: _____

To,
Membership Department
Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited
Exchange Square,
Suren Road, Andheri East.
Mumbai – 400093

Sub: Change of Name

Ref: Member ID _____
SEBI Registration No. _____

Sir / Madam,

Please take note that we propose to change the name of our firm from _____ to _____.

Reason for Change of Name is as under:
_____
_____
_____

We hereby certify that this change of name of our entity is not accompanied by a change in constitution / managing partner / sharing pattern / capital contribution / management / control / dominant promoter group and the required networth is maintained by us as per the norms of the Exchange / Clearing Corporation / SEBI.

Further, we undertake to comply with the formalities and documentation as may be required by the Exchange / Clearing Corporation / SEBI to update the said change in its records.

Yours faithfully,
For (Name of the Member)

_____
Name and Signature of Managing Partner(s)
Under the rubber stamp

(On Letterhead of Member Entity having **Old Name)**

CNP-2

UNDERTAKING FROM PARTNERS

We hereby authorize Mr. / Ms. _____ and Mr. / Ms. _____ (*Name of all the Managing Partner / Partner who are authorised)* of the firm to sign and execute jointly, singly or severally all documents / agreements/ undertakings on behalf of the firm for operations of Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited related to change of name from_____ to _____.

Name of All Partners	**Signature**

Date:
Place:

Yours faithfully,
For (Name of the Member)

_____
Name and Signature of Managing Partner(s)
Under rubber stamp

CNP-DI

DEBIT INSTRUCTION FOR PROCESSING FEES

(In case of Trading Member, to be submitted on the letterhead of Clearing Member)

Date: _____

To,
Membership Department
Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited
CTS No. 255,
Exchange Square,
Suren Road, Andheri (East),
Mumbai - 400 093.

Dear Sir / Madam,

Subject: **Debit Instruction**

This has reference to your circular no. MCX/MEM/096/2022 dated February 22, 2022.

We / Our Trading Member* (*in case of TM) _____ (Name of Member) have applied for change in name for which we authorize you to debit our settlement account no.____ in _____(Name of Bank) by Rs. 5,000 along with applicable GST towards processing fees for change in name.

For (Name of Member / Clearing Member)

_____
Signature of Designated Director(s) / Authorised Signatory(ies) /Managing Partner
under rubber stamp of Member / Clearing Member

(On Letterhead of Member Entity having **New Name)**

CNP-3

UNDERTAKING FROM ALL PARTNERS AUTHORIZING THE MANAGING PARTNER

We hereby authorize Mr. / Ms. _____ and Mr. / Ms. _____ to be the Managing Partner/s of the Firm for all matters related to Multi Commodity Exchange of India Limited.

Further, Mr. / Ms. ____ and / or Mr. / Ms. _____ (name of the Managing Partners) of the firm are also authorized to sign jointly, singly or severally all documents / agreements / undertaking on behalf of the firm for operations of Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited.

Name of All Partners / Authorised Signatories	**Specimen Signature**

Date:
Place:

Yours faithfully,
For (Name of the Member)

_____
Name and Signature of Managing Partner(s)
Under rubber stamp

(On Non-Judicial Stamp paper of Rs. 500/- in new name, to be Notarised)

CNP-9

UNDERTAKING CUM INDEMNITY IN NEW NAME executed on _____ (date)

WHEREAS we are the member of the Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited under the name and style of "_____". And whereas we have changed our name from_____ to _____ and have requested you to effect the said change in your records accordingly, for all purposes and to enable us to continue to function as member of the Exchange and / or Clearing Corporation under our new name and style.

In consideration of you agreeing to accede to our request subject to the condition of us giving an undertaking and indemnity along with the documents in respect of Change of Name, we hereby undertake as follows:

1. We shall not misuse our old name and shall not mislead or misrepresent the Exchange and / or Clearing Corporation / SEBI or any other person whosoever, pursuant to the said Change of Name.

2. We shall be bound by
   - our actions, trades, deeds and representations whatsoever, carried out or done by us on our behalf and / or on behalf of our clients in our erstwhile name and / or new name in relation to the Exchange and / or Clearing Corporation / SEBI or its affiliates and shall not hold the Exchange and / or Clearing Corporation / SEBI responsible in any manner whatsoever for such acts, deeds, trades and representations.
   - the Rules, Bye-Laws and Regulations of the Exchange and / or Clearing Corporation in respect of all our such actions and representations as if the same were and are done by us in our present name and style.

3. We undertake to keep our clients / constituents / Authorised Person / Clearing Member (if any), informed of the said Change of Name.

4. We shall indemnify the Exchange and / or Clearing Corporation in case of any claims including that of third parties whatsoever arising out of or by virtue of our Change of Name as above and we hereby authorize the Exchange / Clearing Corporation to hold and exercise any of its rights on all our monies and / or securities including Bank Guarantees / Fixed Deposit Receipts held by the Exchange / Clearing Corporation in our erstwhile name and style and to apply such monies or securities wherever necessary as if the same are held in our present name and style and we shall not dispute any such action of the Exchange in any manner whatsoever.

5. We hereby undertake that, we have paid all the statutory payments like stamp duty, other statutory dues and taxes, etc. of the State / Central Government. It is also confirmed that any kind of statutory dues and taxes recovered by us from the clients have been deposited by us in the relevant Government account / treasury. We hereby undertake to indemnify Exchange and / or Clearing Corporation / SEBI and keep indemnified against any losses, damages, demands, charges or expenses, including attorney's fees, suffered by Exchange

and / or Clearing Corporation / EBI by virtue of Change of Name and on account of violation of this undertaking.

6. We, will honour all the past and present liabilities and obligation of _____ (Old Name of the Member) in respect of its trades on the Exchange, including all the liabilities and obligations that may arise in future which could be appropriated by the Exchange / Clearing corporation rom the deposits, bank guarantees and relevant bank accounts of _____ (New Name of the Member).

7. The user Id's allotted by the Exchange to our approved users in the name of _____ (Name of Old Entity) stands valid in the name of _____ (Name of New entity).

8. The change of name of our partnership firm from _____ (old name) to _____ (new name) does not affect, alter or modify in any way the undertakings in favor of Exchange and / or Clearing Corporation executed by us in its former name, and shall continue to be valid and binding on us.

9. All fees / deposits and other credit balances with you standing in the name of _____ (old name) shall stand transferred to the relevant accounts _____ (New Name) without any recourse to us.

10. We hereby undertake to indemnify Exchange and / or Clearing Corporation / SEBI against any losses, damages, demands, charges or expenses, including attorney's fees, suffered by Exchange and / or Clearing Corporation / SEBI by virtue of change of Name and on account of violation of this undertaking.

11. We undertake to notify the Bank about our Change of Name, whose guarantee / fixed deposit receipt has been provided by us as security on our behalf to the Exchange/Clearing Corporation. Further, the rights of the Exchange and / or Clearing Corporation with respect to the said Bank Guarantee(s) / Fixed Deposit Receipt shall not in any way get affected by the said change and the stated Bank Guarantee / Fixed Deposit Receipt shall continue to be in force.

12. We confirm that the signatory of these presents is duly authorized to execute this undertaking cum indemnity vide Undertaking from Partner** dated _____, a certified true copy of which is enclosed for reference.

Signed this on the _____ day of _____, 20_____.

All the pages of the undertaking are required to be notarized and signed by Managing Partner / Designated Partner under rubber stamp of entity

** Please ensure that correct date of Undertaking from All Partner is mentioned

(On the letterhead of the Bank)

CNP-10

INTIMATION OF CLIENT AND SETTLEMENT ACCOUNT DETAILS IN THE NEW NAME

Date: _____

To,
Membership Department
Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited
Exchange Square,
Suren Road, Andheri East,
Mumbai – 400093

Sub: Change of Name

Sir / Madam,

This is to certify that the title of the following accounts has been changed pursuant to the change in the name of the accountholder from _____ (old name) to _____ (new name):

Sr. No.	Title of Account	Account Number
1.	(New name) - MCX Client A/c	
2.	(New name) - MCX Settlement A/c	

Thanking you,
For _____ Bank,

_____
Authorised Signatory
Seal of the Bank

Copy to: _____ (new name of the member)

(on the letterhead of the Bank)

CNP - 11

CONFIRMATION FROM BANK FOR CHANGE OF NAME OF FIXED DEPOSIT RECEIPT(S) / BANK GUARANTEE(S)

Date: _____

To,
Membership Department
Multi Commodity Exchange of India Limited and / or Multi Commodity Exchange Clearing Corporation Limited
Exchange Square,
Suren Road, Andheri East,
Mumbai – 400093

Sir /Madam,

We invite your reference to the following Fixed Deposit Receipt(S) / Bank Guarantee issued by us in favor of MCX/MCXCCL on behalf of _____ (Old Name) Member ID _____.

Sr. No	FDR No. / BG No.	Issue Date	Amount in Rs.
1			
2			

We wish to inform you that the entity has intimated us their Change of Name from _____ (Old name) to _____ (New name) and have requested us to confirm to you the continuation of the above stated Fixed Deposit Receipt(S) / Bank Guarantee(S) in their name issued in your favor. We therefore, hereby confirm that the Fixed Deposit Receipt(S) / Bank Guarantee(S) referred above and issued by us on behalf of _____ (Old Name) shall be deemed to have been issued for and in the name of _____ (New Name) and shall continue to be valid and enforceable in spite of the Change of Name as above and we undertake to honour any claim or demand from you on account of the above referred Fixed Deposit Receipt(S) / Bank Guarantee(S).

Thanking you,
For _____ Bank,

_____
Authorised Signatory
Seal of the Bank

CNP-14

(On the letterhead of the Member)
(In case of Trading-Cum-Clearing Member)
Letter from Clearing Member to the Clearing Bank for operations of Clearing Account

Date:
To:
---------- (Name of Clearing Bank)
_____
_____

Sub: <u>Authorisation for Operation of Settlement Account at the instruction of Multi Commodity Exchange Clearing Corporation Limited (MCXCCL)</u>

Ref: Our Settlement Account no. _____ with _____ (Name of Clearing Bank)

1. MCXCCL has entered into an agreement with MCX to provide clearing and settlement services to MCX, whereby all trades executed on MCX will be cleared and settled by MCXCCL.

2. We understand that your Bank has been nominated/ appointed as a Clearing Bank for purpose of Clearing and Settlement by MCXCCL. As per Bye-Laws, Rules and the Regulations framed thereunder, Members of MCXCCL are required to authorize their Clearing Bank to access their Settlement Account for debiting and crediting their accounts as per instruction received from MCXCCL from time to time.

3. Having due regard to the above, on operationalization of Clearing and Settlement of trades done on MCX by MCXCCL, we hereby irrevocably and unconditionally authorize you (as a Clearing Bank) to debit/ credit our above mentioned Settlement Account number from time to time as per instructions received from MCXCCL. Further we authorize the Clearing Bank to report balances and other information relating to this Settlement Account to MCXCCL from time to time.

4. We further hereby authorize MCXCCL to debit and credit my above mentioned Settlement Account and seek balance information from the bank in respect of above mentioned account as per its discretion and in accordance with the Rules, Bye-laws and Regulations of MCXCCL.

5. We further undertake to abide by such other further guidelines/ instructions in this regard, as may be communicated/ decided by MCXCCL.

   Yours Faithfully,

   ---------- (Name of the Clearing Member)
   SD/- Authorised Signatory (with name of the Authorised Signatory)