To be submitted on the letterhead of the Member

Date: _____

To

Membership Department
Multi Commodity Exchange Clearing Corporation Limited
Exchange Square,
Suren Road, Andheri East,
Mumbai – 400093.

Sir / Madam,

Sub: Issuance of Status Report

We request you to issue a Status Report, required for the purpose of:

Sr. No.	Purpose	Please tick (any One)
1.	**Issuance of New Bank Guarantee:** Name of the Bank - _____	
2.	**Renewal of Existing Bank Guarantee:** Name of the Bank - _____	
3.	**Banking Facility:** Type of Facility - _____ Name of the Bank - _____	
4.	**Membership of Other Exchange(s):** Name of the Exchange - _____	
5.	**Other Reasons:** Brief Details - _____	

Kindly debit Rs. 5000/- plus applicable taxes towards processing fees from Our Settlement Account for the same.

Yours faithfully,
For and on Behalf of _____ (name of the Member) _____
Member ID:

_____
To be signed by Authorised Signatory
(Name and Designation of Authorised Signatory)