

Application for Change in Registered Details

(On the letterhead of the Authorised person)

I Mr. /Ms. / M/s. _____ (*name of the applicant authorised person*) registered
 Authorised Person under _____ (*name of Member*).

I/We have applied for change in my/our registered details marked below.

☐ Address (Residential/Office)

☐ Contact Details

☐ Trade Name

☐ Director/Partner

Existing (before change) details of Authorized Person are as follows:

Name of the Authorized Person	Trade Name of the Authorized Person	AP Registration number	Existing Details (Address/Contact Details/Trade Name/Director/Partner)

Following changes to be made (details after change):

Name of the Authorized Person	Trade Name of the Authorized Person	AP Registration number	New Details (Address/Contact Details/Trade Name/Director/Partner)

Further, please find enclosed following documents towards aforesaid changes.

In case of Change in Address:

- a. Latest Address proof of the new address duly certified by the Member.

@Authorized Signatory

(To be attested by the Member):- _____

#Authorized Signatory & Seal of Member

@To be signed by the AP whose signature is on the records of the Exchange

To be signed only by Proprietor/ Karta / Managing Partner/ Designated Director/ authorized

signatory as on the records of the Exchange

In case of Change in Trade Name:

- a. In case of an individual where there is change in name, self-attested copy of
 - i. PAN card with new name
 - ii. Gazette Notification
 - iii. Marriage certificate/affidavit
- b. In case of Partnership firm, duly certified copy of registered partnership Deed along with New Registration Certificate of ROF in case of Change in Name/Trade Name of Partnership Firm duly certified under the rubber stamp of the partnership firm
- c. In case of a Corporate, duly certified copy of certificate of Incorporation & board resolution.
- d. In case of LLP, revised LLP agreement (2) e Form 5 along with receipt / challan for filing e Form 5 (3) updated register maintained by LLP showing changed name of the LLP
- e. In case of change in Name/Trade Name, address proof in new name duly certified by the Member.

In case of Change in Director or Partner:

- a. Incoming Director's/Partner's PAN Card, Address Proof, Education Qualification Proof (duly certified by Member) & Undertaking (AP-4).
- b. In case of partnership/LLP, AP-3& AP-5b duly certified by CA/CS mentioning the new partnership ratio and revised partnership deed along with documents submitted to ROF.
- c. In case of corporate, AP-3& AP-5a duly certified by CA/CS and Board Resolution and DIR 12 duly certified by the Member.

I /we hereby request you to make an application to the Exchange for making aforesaid changes.

@Authorized Signatory

(To be attested by the Member):- _____
#Authorized Signatory & Seal of Member

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To be signed only by Proprietor/ Karta / Managing Partner/ Designated Director/ authorized signatory as on the records of the Exchange