

### **Checklist for Change in Registered Office Address of the member**

1. Certified true copy of the Board of Directors Resolution in which the company has decided to change/shifting of its Registered Office address of the company.
2. Certified true copy of Form No.22 filed with the Registrar of Companies (ROC) along with the payment of receipt made ROC in respect of shifting of Registered Office address by the company.

***You are also requested to comply with the provisions as mentioned in SEBI circular No.SEBI/MIRSD-II/Ses/18831/2010 dated the 6th September, 2010 (scan copy enclosed), in respect of shifting of Registered Office address by the company.***

3. Confirmation Letter to the Exchange duly signed by the Designated Officer/Designated Director/s of the company intimating that the following :

**“The company/trading member has complied with the provisions as mentioned in SEBI circular No.SEBI/MIRSD-II/Ses/18831/2010 dated the 6th September, 2010 and accordingly the company/trading member has informed to all the Stock Exchanges where it is having multiple memberships about the change/shifting of its Registered Office address of the company.”**

The company/trading member has also informed to all its clients about the change/shifting of its Registered Office address of the company’.