

Change in address of sub-broker

The Trading Member is required to send the physical copies of the following documents for change in address of the sub-broker:

1. Letter of the trading member on his letter head addressed to the Exchange mentioning the old as well as the new address of the sub-broker;
2. Letter of the sub-broker on his letter head addressed to the trading member mentioning the old as well as the new address;
3. Copy of Pan card of the sub-broker along with all the Directors/partners certified by the trading member;
4. Copy of the SEBI certificate certified by the trading member;
5. Following proof for change of address truly **certified by the trading member**:

Category	Documents required
Individual	➤ Certified copy of new address proof such as rent agreement, telephone/mobile bill, passport, aadhar card etc.
Partnership Firm	➤ Certified copy of application filed with Registrar of Firm (RoF) alongwith the challan; ➤ Certified copy of new address proof
LLP/Corporate	➤ Certified copy of board resolution; ➤ Certified copy of form filed with ROC along with the challan; ➤ Certified copy of new address proof.

Change/addition of branch address

1. Request letter of the trading member on his letter head addressed to the Exchange;
2. Letter of the sub-broker on his letter head addressed to the trading member;
3. Copy of Pan card of the sub-broker along with all the Directors/partners certified by the trading member;
4. Copy of the SEBI certificate certified by the trading member;
5. Copy of branch address proof truly certified by the Trading Member.