

On company's letterhead

Date:

To

The Membership Department
Multi Commodity Exchange of India Ltd.
Exchange Square, CTS No-255, Suren Road,
Chakala, Andheri (East),
Mumbai – 400 093

Dear Sir,

Sub: Application for shifting of Tata Communications Limited / Airtel / BSNL MPLS leased circuit.

This has reference to the MPLS leased circuit which is installed in our premises for MCX trading. We request you to shift our MPLS leased circuit to the below mentioned new address. The details of the old and the new address and the circuit's details are mentioned below.

Name of Trading Member	
Member ID	
Current Address	
City	
Pin Code	
New Address	
City	
Pin code	
Circuit ID	
IP Address	
Contact person name	
Contact Number (Landline)	
Contact Number (Cell Phone)	
Fax number	
e-mail ID	
Feasibility of the location checked with the Exchange	YES / NO

I/We also agree that it shall be my/our responsibility to follow up with Exchange / Service Provider till the completion of all shifting formalities.

For any further communication in this regard, please contact Mr/Ms/Mrs. _____
(name of the contact person) on _____ (contact numbers) or e-mail at

Thanking you.
Yours faithfully

(Name and signature of the authorized signatory)
Company seal