

Format of Letter for Changing the Associated Clearing Bank

**[On the letterhead of the Clearing Member]**

**Date:**

To  
Metropolitan Clearing Corporation of India Ltd.  
Reliable Tech Park, 403-A, B-Wing,  
4th Floor, Thane-Belapur Road,  
Airoli (E), Navi Mumbai - 400708, India.

Dear Sir/Madam,

**Sub: Change in Clearing Bank.**

**Member ID:** \_\_\_\_\_

I/We, a clearing member of MCCIL, undertaking the clearing & settlement functions with \_\_\_\_\_ **<Name of current clearing bank>**, would like to change the existing clearing bank involved in my/our clearing and settlement activities.

In view of the above, I/We would like to clear and settle the transactions through \_\_\_\_\_ **<Name of new bank>**.

The details of my/our Settlement and Dues account are as under:

Name of Bank	Settlement Account No.	Dues Account No.
<Existing Bank Name>		
<New Bank Name>		

Yours faithfully,

**Authorised Signatory**  
(Name & Designation)