Reference No: 004/CMMS/2025
Date: 09.Jul.2025

For : MACT / Consumer/ Civil Cases

To

The Registrar / Officer-in-Charge

District and Session Court,
Rohini Court
Delhi

Subject: Request for updating the **Delhi Office address** of undersigned company based at Delhi for the service of notices, summons and other legal correspondence.

Respected Sir/Madam,

We, **Cholamandalam Ms General Insurance Company Ltd**, a company incorporated and registered under the provisions of the Companies Act & engaged in the business of General Insurance business, hereby submits that our office situated at Karol Bagh, Delhi has been recently relocated to new premises with effect from 07th Jul 2025

The Previous address of the undersigned company at Delhi, was as follows:

Chola MS Gen Insurance Company Ltd 2nd Floor, Samyak Towers, 39, Pusa Rd, opp. Metro Pillar No. 120, Block 9A, WEA, Karol Bagh, New Delhi, Delhi, 110005.

New official address at Delhi:

Chola MS Gen Insurance Company Ltd, J Tower Office J-402; 4th Floor; World Trade Centre; Nauroji Nagar; Bhikajikama Place; New Delhi-110029.

do hereby respectfully submit as follows:

- That the company, pursuant to internal resolutions duly passed in accordance with its Articles of Association and statutory requirements under applicable corporate laws, has formally shifted its registered/official place of business to a new location.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: ROHINI COURTS, DELHI

No. 28574-28654 ....Genl.I/N-W & N/RC/2025 Dated .26/08/2025

Copy forwarded for information & necessary action, to :-

1. All Ld. Judicial Officers posted at **N/W & North**, Rohini Courts, Delhi.
2. Dealing Official, Computer Branch, Rohini Courts for uploading the same on WEBSITE.
3. The Dealing Official, R & I Branch, Rohini Courts, Delhi for uploading the same on LAYERS.

(VINOD YADAV)
Officer In-Charge, General Branch-I
North-West & North District
Rohini Court Complex, Delhi

- The updated address at which the company shall henceforth receive all judicial, quasi-judicial, and administrative communications, including but not limited to service of summons, notices, court orders, and any other correspondence pertaining to ongoing or future litigation, is as under:

New office address:

Chola MS Gen Insurance Company Ltd, J Tower Office J-402; 4th Floor; World Trade Centre; Nauroji Nagar; Bhikajikama Place; New Delhi-110029

- This intimation is being furnished in compliance with the principles of procedural propriety and judicial discipline, so as to facilitate effective, prompt, and error-free service of process, and to obviate any likelihood of delay, miscommunication, or ex-parte proceedings resulting from service at the outdated address.
- We humbly request the Hon'ble Court/Tribunal to be pleased to take on record the aforementioned change of address and to cause necessary amendments/substitution in the records of all pending cases and/or matters where the undersigned company is a party or respondent. In case, any summons were already issued then the court may kindly take cognizance of the new changes in address and may direct the opposite counsel to furnish fresh notices / summons.
- It is further submitted that the company shall remain under a continuing obligation to promptly notify any future changes in its registered address, and shall ensure full compliance with the directives of the Hon'ble Court / tribunal as and when issued.

We, therefore, respectfully pray that the Hon'ble Court / Registrar may be;

- pleased to take cognizance of this communication; and update the official address of the company in all relevant records and proceedings; and ensure that all future service of summons, notices, and judicial correspondence be directed to the new address as specified hereinabove.

We remain obliged for your kind cooperation and judicial courtesy.

Yours faithfully,

CHOLAMANDALAM MS GENERAL INS. CO. LTD. NEW DELHI

Authorized Signatory