**CHECKLIST FOR CHANGE OF NAME**

|  |
| --- |
| **NAME OF THE UNIT:**  |
| **Sl. No** | **Documents Required** |  |  |
| 1.1 | A request letter for permission **(Format NCON)** | **Yes** | **No** |
| 1.2 | A Copy of Certificate from ROC for name change & MOA | **Yes** | **No** |
| 1.3 | Copy of Board Resolution in case of Pvt. Ltd. & Ltd. Company | **Yes** | **No** |
| 1.4 | Original Green Card | **Yes** | **No** |
| 1.5 | A Copy of updated IEC | **Yes** | **No** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Documents Verification** |  |  |
| **Kindly highlight or tick mark in the documents as following:** |
| **2.1** | **A request letter for permission**  |  |  |
| 2.1.1 | The request letter should be on the letter head of the STP unit | **Yes** | **No** |
| **2.2** | **A Copy of Certificate from ROC for name change** |  |  |
| 2.2.1 | Change of Name & Date of Certificate issued by Registrar & MOA | **Yes** | **No** |
| **2.3** | **Copy of Board Resolution in case of Pvt. Ltd. & Ltd. Company**  |  |  |
| 2.3.1 | Board Resolution for name change duly signed by authorized signatory | **Yes** | **No** |
| **2.4** | **Original Green Card** |  |  |
| 2.4.1 | Original Green Card for necessary modifications | **Yes** | **No** |
| **2.5** | **A Copy of updated IEC** |  |  |
| 2.5.1 | Updated IEC issued by DGFT | **Yes** | **No** |

**\*NOTE: (i) NOC for Change of Name that are complete will be accepted.**

 **(ii) NOC for Change of Name is subject to detailed verification.**

 **(iii) In case of ‘NO’ for any of the item, kindly take action and submit completed document.**

**FOR FURTHER CLARIFICATIONS:**

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present Communicating Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email id:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* ***Note:*** Please enclose this check list along with each application.

**The above mentioned contact details must be of company person only.**

 **Consultant details are not entertained.**

**[ON LETTER HEAD]**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

To

The Director,

Software Technology Parks of India,

Bhubeneswar.

Dear Sir,

 **Sub: No objection for Change of name of the STP Unit - Reg.**

 **Ref: STPI Approval No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dt\_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We wish to bring to your kind notice that there is change of name of our company from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We are enclosing herewith the following documents:

1. Certification of Incorporation issued by Registrar of Companies (ROC) & MOA
2. Board Resolution in case of Pvt. Ltd. & Limited Company.
3. Updated GST certificate
4. Updated IEC certificate
5. Lease/Sale Agreement on new name(optional)

We are herewith declaring that there are no pending Softex on our old name & also declaring that except the name of the unit, all the remaining entities are remain same..

We here by solemnly declare that the particulars stated above are true and would be held accountable in this regard if any issue arises.

In this regard we request your good office to kindly issue the NOC for change of name.

Thanking you,

 Yours faithfully,

 (AUTHORISED SIGNATORY)

 WITH NAME