

CHANGE OF NAME DOCUMENTS

1. Change of Name from Proprietor to Individual or vice – versa

- Request letter signed by authorised representative
- Shop and Establishment certificate/VAT certificate/TIN certificate/ Import Export License certificate (Any Two proof)
- CA certificate certifying details of entity
- Surrender of Trade membership certificate issued.
- Name change in Trade Membership fees Rs.1000 plus Service tax as applicable
- Any further documents as required to authenticate the change of name.

2. Change of Name from Partnership to Company (Under Part IX conversion)

- Request letter signed by authorised representative
- Pan Card copy of New Company
- Details of Partner and there profit sharing ratio and Director and there Share holding Certified by CA/CS
- Dissolution of Partnership deed (Notarized copy)
- New Company Certificate of Incorporation under Part IX conversion/ Memorandum of Association and Article of Association certified copy
- Surrender of Trade membership certificate issued.
- Name change in Trade Membership fees Rs.30000/- plus Service tax as applicable
- Any further documents as required to authenticate the change of name.

3. Change of Name in Partnership Firm

- Request letter signed by authorised representative
- Pan card copy of New Partnership firm
- Change if Partnership deed (Notarized Copy)
- Approved change in name (ROF certificate)
- Old Partners details with profit sharing ration and New partners details with profit sharing ratio
- Surrender of Trade membership certificate issued.
- Name change in Trade Membership fees Rs.1000 plus Service tax as applicable
- Any further documents as required to authenticate the change of name.

4. Change of Name in Company

- Request letter signed by authorised representative
- Pan card copy of New Company
- Change of Name Certificate issued by Ministry of Corporate Affairs certified copy
- New company Memorandum of Association and Article of Association certified copy
- List of Directors old and new
- Surrender of Trade membership certificate issued.
- Name change in Trade Membership fees Rs.1000 plus Service tax as applicable
- Any further documents as required to authenticate the change of name.

5. Change of name under merger / amalgamation of company as per High Court Order

- Request letter signed by authorised representative
- Pan card copy of New Company
- Certified copy of High Court Order issued approving scheme of Merger / Amalgamation
- Certified copy of Certificate of incorporation of the resulting company.
- Certified copy of Memorandum of Association & Article of Association of the resulting company
- INC - 28 filed with Registrar of Companies
- Surrender of Trade membership certificate issued.
- Name change in Trade Membership fees Rs.1000 plus Service tax as applicable
- MMRDA Processing fees Rs.25000 plus service tax (pay order in the favor of **MMRD FUND**)
- Any further documents as required to authenticate the change of name.