

PROCEDURE FOR CHANGE OF NAME

1. Call the Board Meeting:
 - Pass a resolution of Change of Name of Company
 - Authorize to any Director or Secretary to make Application to ROC
2. File Form INC-1 with ROC along with:
 - Copy of Board Resolution
 - Give 6 names in Form
3. ROC will process the form, if will find name is ok will give name to company, this name will be available to company for 60 days from the date of application.
4. Hold Board Meeting:
 - Call a General Meeting
 - Issue Notice of General Meeting
 - Authorize to any Director or Secretary to make Application to ROC
5. Hold General Meeting- Pass Special Resolution
6. File Form MGT-14 with in 30 days of passing of Resolution along with
 - Minutes of meeting
 - Notice of Meeting
 - CTC of Resolution
 - Altered AOA & MOA
7. File Form INC-27 with ROC within 30 days of passing of Resolution along with:
 - Minutes of Meeting
 - Optional Attachment if any
8. Registrar will issue Fresh Certificate of Incorporation.
9. Make necessary changes in all registers and records name of Company.

Regards,
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