

Procedure of Name Change

For private limited company

Select few proposed name	Maximum “six” Name
Call Board meeting	for approval of select proposed name and for authorized any director for further proceeding with ROC
File INC-1	To ROC for the reservation of selected name (fee-1000)
Received confirmation letter(name availability letter) by ROC	The ROC confirmed name will available for 60 days
Board Meeting will be convened to fix-	the date, time and place of the Share Holders Meeting
Notice to share holders for share holders meeting	21 days from the date of the General meeting, “AGM held on Sunday also”
Hold share holders meeting and pass special resolution for-	Alteration of the name clause of Memorandum of Association (MOA) & alteration of Articles of Association (AOA)
File MGT-14 with Registrar of Companies	Within 30 days of passing the Special resolution. Along 1. Minutes of meeting 2. Notice of Meeting 3. Copy of Resolution 4. Altered AOA & MOA
File INC-24 to Central Government with proper documents Compulsory attachment • Minutes of shareholder meeting.	When ROC is satisfied by all the provision relating to name change provide approval
Issue new certificate of incorporation by ROC in form-25	After receiving new certificate, company start proceeding with new name Mail-id- gauravpurohit1991@gmail.com

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