

**APPLICATION FORM FOR OBTAINING AUTHORIZATION OF CHANGE IN NAME
OF THE UNIT**

Note:-1> Refer the General Instructions and terms and conditions of the Export & Import Policy 2002-2007 (as amended up to 31.03.2003) and Hand Book of Procedures (Vol-I) 2002-2007 (As amended up to 31.03.2003 before filling up this application.

2> Please submit this application complete in all respect.

3> Any information in the application form, if not fulfilled or found incorrect/ not in order, the application is liable to be rejected.

The Unit's name of M/s. _____ is changed to M/s. _____ which is duly incorporated in **Memorandum & Articles of Association, Fresh Certificate of Incorporation, and relevant Board Resolutions (duly signed by directors of the company)**. The relevant supporting documents of Memorandum & Articles of Association, Fresh Certificate of Incorporation, and relevant Board Resolutions are enclosed in 1 set. The details are furnished as below:-

(1) Name & Address of the unit :

(i) Registered Office

Unit's Location

_____.

(ii) Importer-Exporter Code No. : _____.

2. LOP/LOI/IL No. & Date :

3. Amendment in LoP, if any : 1>
2>
3>

4. Item approved in Letter of Permission :

5. Date of Commencement of Production :

6. Legal Agreement Date :

7. Change in name, if any:

S. No.	First Name	Changed to	Reference No.	Date

8. Change of Registered Office address:

S. No.	First Name	Changed to	Reference No.	Date

9. Change of location, if any

S. No.	First Name	Changed to	Reference No.	Date

10. Customs Warehouse License details:

PBW License No.	Date	Valid from	to	Remarks

1. Full address of Jurisdictional Central Excise & Customs Office :
12. First Name in Memorandum & Articles of Association :
13. Name change incorporated in Fresh Certificate of Incorporation :
14. Fresh Certificate of Incorporation No. & Date :

- | | | | | |
|-----|---|---|-----|----|
| 15. | New Clause inserted in Existing MoA, if any | : | | |
| 16. | Authorized Capital as per MoA | : | | |
| 17. | The main promoter of the company at the time of LoP Issuance | : | | |
| 18. | The main promoter as per fresh certificate of Incorporation /MoA/Form No. 32 | : | | |
| 19. | Percentage of shareholding of the main promoter | : | | |
| 20. | Justification for change in name | : | | |
| 21. | Board resolution of existing company for handing over All assets and liabilities subsequent to name change –
Furnished | : | YES | NO |
| 22. | Board Resolution of new company for taking over All assets and liabilities subsequent to name change-
Furnished | : | YES | NO |
| 23. | Whether the unit has submitted the monthly/quarterly/
And C.A. certified annual report etc. regularly | : | YES | NO |
| 24. | The service charges are paid | : | YES | NO |

DECLARATION /UNDERTAKING

I/We here by declare that the particulars made in this application are true and correct to the best of my knowledge and belief, and nothing has been concealed or held thereafter.

I / We fully understand that any information furnished in the application if proved incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

I/We undertake to abide by the Rules and Orders framed there under, the Export-Import Policy and the Hand Book of Procedures.

I here by certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of the EXIM Policy.

Place:

Date:

Signature of the Authorized Signatory:

Name:

Designation:

Official Address:

Telephone No:

E-Mail Address:

**STPIG/EXIM/S/XXX/Cha-Name/
Dated:**

M/s. _____ has requested vide letter No. _____
Dated _____ for change in name of STP Unit. The details are as below:-

1	STP LoP No. & Date			
2	LoP amendment No. & Date			
3	Name of Unit as per LoP			
4	Name change requested			
5	Registered Office address as per LoP			
6	Changed address of Registered Office, if any			
7	Unit's work location as per LoP for operation and commencement of operation			
8	Main promoter of the company at the time of LoP issuance			
9	Main promoter of the company at the time of name change requested			
10	Memorandum & Articles of Association No & date with existing unit's name mentioned			
11	Fresh Certificate of Incorporation No. & Date incorporating name change approved by Registrar of Companies			
12	Point No. in MoA incorporating relevant clause pertaining to unit			
13	Percentage of shareholding of the Main promoter at the time of name change			
14	Board Resolution/undertaking of transferor company indicating handing over all assets and liabilities of the transferor company			
15	Board Resolution/undertaking of transferee company indicating taking over all assets and liabilities of the transferor company			
16	Custom Bonding License details of the existing company /premises as per Section 58 & 65 of Customs Act, 1962.	No Till	Dated	Valid
17	Copy of Form No. 32, for change of Directors, if any filed with RoC			

In view of the above, the request of M/s. _____ for change in name in Point No. 4 may be considered as per Appendix 14-I(28) (7) of Hand Book of Procedures (Vol-I) 2002-2007 and permission may please be accorded.

Submitted please,

Prepared by :

The Director.

Verified by :