



PROCEDURE FOR CHANGE IN NAME OF THE COMPANY



BACKGROUND

The purpose of this presentation is to highlight the brief procedure for change in Name of the Company as per the relevant provisions of Companies Act, 2013 and other statutory laws.



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Every Company desirous of changing its existing name is required to file necessary application with Registrar of Companies (“ROC”) and pursuant to its approval by ROC, the new name of the Company is registered in all the records maintained with ROC.



PROCEDURE FOR CHANGE IN NAME OF THE COMPANY

Steps for change in Name of the Company

- Step 1** *The first step is to convene meeting of Board of Directors (“BOD”) to consider the need and reason for changing the name of the Company and take approval from the Board*
- Step 2** *The next step is to file the prescribed Form to ascertain the availability of new name with the Registrar of Companies (‘ROC’)*
- Step 3** *After obtaining approval of the name from the ROC, the Board shall convene an Extra-ordinary General Meeting of the members of the Company to obtain approval from the members by passing a special resolution for amendment in Name Clause of Memorandum of Association (‘MOA’) and alteration of Articles of Association (‘AOA’) of the Company.*
- Step 4** *Convene the General Meeting of the Members and pass necessary resolution for change in Name Clause of MOA and alteration in AOA;*



Steps for change in Name of the Company

- Step 5** *File resolution passed in the General Meeting with ROC in the prescribed e-form within 30 days from the date of General meeting.*
- Step 6** *File application for change in name in order to obtain approval of Central within 30 days from the date of General Meeting.*
- Step 7** *On processing the application, ROC shall enter the new name in the register of Companies in place of the old name and issue a fresh certificate of incorporation with the new name and the change in the name shall be complete and effective from the date of such a certificate.*
- Step 8** *The Company to apply for name change in the database of all tax authorities i.e. PAN/TAN, and any other registrations and also is required to ensure that letterheads, Invoices, name plate, all copies of MOA/AOA and/or any correspondence are amended/alterd and re-printed to reflect the new name of the Company and also to mention the old name preferably in brackets*



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