

Software Technology Parks of India-Gandhinagar

Procedure for obtaining Name Change Approval

STP /EHTP unit is required to obtain Name Change approval, in the case of change in Company name

List of documents to be submitted to STPI:

1. Request Letter
2. A Copy of Certificate from ROC for name change
3. Copy of Memorandum of Association and Article of Association
4. List of Directors before and after change of name
5. Board Resolution of existing company for handing over all assets and liabilities subsequent to name change.
6. Board Resolution of new company for taking over all assets and liabilities subsequent to name change.
7. Original Green Card
8. A Copy of updated IEC

Approval Process:

The documents submitted by the unit will be verified and the request will be processed. Subsequently, approval letter will be issued. The STP/ EHTP member units are advised to approach concerned Custom/Central Tax Authorities with the name change approval issued by STPI for further formalities.

For any clarifications:

Mail us to: GNR.EXIM@stpi.in

Contact at 079-66748531, 32