

Date: 29.09.2022  
04.10.2022

211

Office Order

**Subject:** Checklist of Documents required for change of name of Company.

As per G.C.C clause No.8.5 for changes in constitution of company, approval of VC & MD is required to be obtained.

Approval of VC & MD should also be obtained even if the "Constitution of Company" remains unchanged.

Account department should not make any payment in name of new company unless approved by VC & MD.

All proposals of change of name of a Construction Company should be appended by documents mentioned in checklist, attached herewith.

This order will come into force with immediate effect.



Vice Chairman & Managing Director.

Encl: As above.

To,

JMD-I/JMD-II/JMD-III/CVO/CA(NT)

CE(NM)/CE(NMIA)/CE(NT).

All HOD

Sub:- Check List of Documents required for Change of name of a Construction company.

### CHECK LIST

S.No.	Particulars	Document submitted	Remarks
1.	Previous name of Company (as per certificate issued by RoC)		
2.	New Name of Company (as per certificate issued by RoC)		
3.	Contractor's Application details		
4.	GCC clause under which Contractor can change name of company to which Contract is awarded.	Clause No.8.5- "Contractor is allowed to change the name of the company with prior approval of VC&MD."	
5.	On-going works in CIDCO in previous name		
6.	Whether GCC clause in all Contracts at Sr. No. 5 above, contain clause of change of name of company to which Contract is awarded.		
7.	Is new name registered with Registrar of Company		
8.	Memorandum of Association of New Company		
9.	Article of Association of New Company		
10.	Certificate of Registration of the special Resolution confirming alteration of object clauses, under section 13(1) of the companies Act,2013, for new company.		
11.	Certificate of incorporation pursuant to change of name (Pursuant to rule 29 of Companies Rules 2014.		
12.	Is the Corporate Identification Number of old & new Company are same ?		
13.	Remarks of Company Secretary		

S.No.	Particulars	Document submitted	Remarks
14.	Remarks of Sr. Law Officer		
15.	Change accepted by other Govt. Departments/Corporations. (mention details)		
16.	PAN card in new name.		
17.	GST registration in new name.		
18.	Whether Affidavit cum indemnity bond submitted regarding change in name of Company ?		

Executive Engineer ( )

SE( )