

Change in Name of Company

**Guidance Note**

**Please take note of the following with respect to filling of Listing Application:**

* All the pages of the documents submitted to the Exchange must bear rubber stamp of company and initials of company secretary.
* All resolutions / reports/ agreements / undertakings should be certified to be true copy.
* Use extra sheets/annexures (duly stamped and initialed) if required in case the space provided is inadequate.
* No details on the form should be left blank. Please strikethrough, if, not applicable.
* The Exchange reserves the right to ask for more documents in addition to mentioned herein.

**Documents to be submitted at the time of Name Change/Symbol Approval**

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| **Sr. No.** | Particulars | Annexure |
| 1 | Covering Letter for change in name to the stock exchange. |  |
| 2 | Certified true copy of the resolution passed by the Board of Directors of the company approving the name change. |  |
| 3 | Certified true copy of the notice seeking shareholders’ approval for change in name along with Explanatory Statement including confirmation from the Practicing Chartered Accountants for sub-regulation (1) of regulation 45 of SEBI LODR, regulation 2015. |  |
| 4 | Confirmation from Managing Director/ Company Secretary of the Company for sub regulation (1) of regulation 45 of SEBI LODR, regulation 2015. |  |
| 5 | Certificate from the Auditor stating that at least 50% of the total revenue in the preceding 1-year period has been from the activity suggested by the new name of the Company, also providing detailed bifurcation of income earned by the Company under various activities as per the format given below:   |  |  | | --- | --- | | From \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ (Please consider last four quarters) | Amount (Rs. In lakhs) | | Income from prior business activity - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify name of the activity) |  | | Income from new business activity - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify name of the activity) |  | |  |
| 6 | Certified true copy of the special resolution passed by the shareholders for approving the change in name of the Company. |  |
| 7 | Certified true copy of confirmation regarding the name availability from the ROC. |  |
| 8 | Request for symbol change from the existing one to a new symbol, if any, decided by the Company. The new symbol should not exceed 10 characters. |  |
| 9 | Certificate of Incorporation subsequent to change in name of the Company. |  |
| 10 | Certified true copy of the Amended Memorandum and Articles of Association of the Company consequent on Change of Name of the Company. |  |
| 11 | Undertaking from the Managing Director/Company Secretary of the Company for the procedure by which the name change has been affected in the share certificates i.e. any of the following:  a) Issue of new share certificates  b) Affixation of stickers on the existing share certificates  c) Rubber- stamping on the existing share certificates |  |
| 12 | Undertaking from the Managing Director/Company Secretary of the Company that the old share certificates not corrected with the new name of the Company shall also be good for delivery in the market. |  |
| 13 | Names of Stock Exchanges where the company’s securities are presently listed. |  |
| 14 | Company’s Permanent Account Number (PAN) |  |
| 15 | A statement of detailed reasons for change in the name of the company as submitted to the Registrar of Companies for obtaining a fresh certificate of incorporation consequent to change in the name of the Company. |  |
| 16 | Three copies of specimen of printed stickers for affixing on share certificates (Showing new name) |  |
| 17 | Brief details about the current line of business of the Company |  |
| 18 | Date of last name change of the Company. (if applicable) |  |
| 19 | A latest Annual Report |  |
| 20 | Processing fees of Rs. 25,000 + G.S.T @ 18.00%, as applicable payable to MSE, through Cheque/DD **favoring ‘Metropolitan Stock Exchange of India Limited’ or NEFT.** |  |
| 21. | Copy of receipt of payment of the Annual Listing Fees for the current year and arrears, if any |  |

**NEFT Details**

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| **Beneficiary Name** | **Metropolitan Stock Exchange of India Limited** |
| **Beneficiary Account Number** | 00600340066971 |
| **Beneficiary Address** | Suren Road, Chakala, Andheri (East), Mumbai. |
| **Beneficiary Bank & Branch** | HDFC Bank Ltd, Nanik Motwani Marg, Fort, Mumbai. |
| **Account Type** | CC Account |
| **IFSC Code** | HDFC0000060 |
| **PAN** | AAFCM6942F |
| **GSTIN** | 27AAFCM6942F1ZC |