

**Proprietor**

**Instructions for filling up the form of Change of Constitution (COC):**

(Please read the instructions given below carefully before filling the form of COC)

1. The application shall be filled up correctly/neatly and as per given format only or the same may be get typed in the prescribed format/manner.
2. In case of information supplied in the application found to be false or incorrect, the application for change in constitution may be cancelled and applicant will be responsible for any liability/damages and no further correspondence shall be made in this regard.
3. Every page of the application shall be signed by the applicant(s).
4. In case, the space provided for submission of information, in the application, is insufficient, the applicant may use a separate sheet for giving additional information or may get the application typed in the same manner/format.
5. Following documents, as applicable, may be enclosed with the application form:
  - (i) Self attested photocopy of physical possession papers issued from Works Division, if physical possession of the plot has been taken over by the allottee.
  - (ii) Self attested copy of lease deed, if registered in the Office of Sub-Registrar.
  - (iii) Any one out of self attested Power Bill(in original)/Copy of D-Form/Occupancy/ Completion Certificate as a proof of completion of construction of the factory building to avoid late construction/possession penalty if building is constructed.
  - (iv) Formats of Indemnity Bond, Relinquishment Deed, Affidavit from legal heirs are attached at Annexure-I, II & III. The contents of these formats are indicative only. However, contents of these formats may be changed as per the requirement.
  - (v) List of documents required for COC of the firm are mentioned separately at Annexure-IV.
6. On submission/receiving of the complete documents alongwith application and on clearance of all pending dues like ground rent, watch & ward charges, late construction/possession charges etc., file/application will be processed. UEI charges payable, if any, shall be paid by the applicant/allottee before issuance of COC letter.

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**Part-(A)**

**Application form/format for Change of Constitution of firm under Relocation Scheme**

To  
The Chief Manager(RL)  
DSI IDC,  
419, Udyog Sadan,  
Patparganj, Delhi-110092.

Dated: \_\_\_\_\_  
Application No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Sub: Change in constitution of applicant firm under Relocation Scheme.**

Sir,

This has reference to my/our application no. \_\_\_\_\_ for allotment of industrial plot under the Relocation Scheme.

As per original status of my/our above firm, there is change of hands in the constitution of firm, therefore, I am forwarding herewith the following documents towards the said change(s) with the request to incorporate the same in your office record and intimate the position of dues and UEI charges, if any, payable by me/us before issue of your letter of approval of the change of constitution (COC):

**1. Particulars:**

- i) Application No. :
- ii) Mobile No. :
- iii) (a) Name of Firm with address :
- (b) Correspondence Address :
- iv) (a) Constitution of the Firm : (i) Proprietorship ( )  
(as per original application) (ii) Partnership ( )  
(iii) Private Limited ( )  
(iv) Limited Firm ( )
- (b) Constitution of firm at present (i) Proprietorship ( )  
(at the time of request) (ii) Partnership ( )  
(iii) Private Limited ( )  
(iv) Limited Firm ( )
- (Please tick (√) whichever is applicable)

**2.**

S. N.	Particulars	Name of Applicant/Proprietor/Partner(s)/ Director(s)	Son of/Daughter of/ Wife of	Shares (%)	Relation, if any	Remarks (D/R)
1.	Name of the Applicant/ Proprietor/ Partner(s)/Director(s) (as per the original application)	(i) (ii) (iii) (iv) (v)				
2.	For intermittent change (COC), Name of the Applicant/Proprietor/ Partner(s)/Director(s)	(i) (ii) (iii) (iv) (v)				
3.	Name of the Present Applicant/Proprietor/ Partner(s)/Director(s)	(i) (ii) (iii) (iv) (v)				

D-Death, R-Retirement, F-Father, H-Husband, W-Wife, B-Brother, S-Son, Sis-Sister, Dtr-Daughter, SB- Son of Brother, WB-Wife of Brother, WSB-Wife of son of brother in above table

**Note: In case of death or retirement of applicant, please write down D for death and R for retirement in the remain column.**

**3. Status of the application:**

- |  |   |        |
|--|---|--------|
| i) PEL/allotment letter issued         | : | Yes/No |
| ii) Possession Letter issued           | : | Yes/No |
| iii) Physical Possession Letter issued | : | Yes/No |
| iv) Lease Deed Executed                | : | Yes/No |
| v) Lease Deed Registered               | : | Yes/No |

**4. Details of the case/file:**

- (i) Date of issuance of PEL/  
Allotment Letter, if issued : dt. \_\_\_\_\_
- (iii) Date of Possession Letter, if issued : dt. \_\_\_\_\_
- (iv) Date of Physical Possession : dt. \_\_\_\_\_
- (v) Lease Deed,  
(a) Executed : Yes/No  
if executed, then date : dt. \_\_\_\_\_
- (b) Registered : Yes/No  
if registered, then date : dt. \_\_\_\_\_
- (vi) In case plot cancelled,  
then date of cancellation : dt. \_\_\_\_\_
- (vii) In case plot restored,  
then date of restoration : dt. \_\_\_\_\_
- (viii) If plot constructed,  
then date of construction : dt. \_\_\_\_\_  
(Pl. attach one out of Power Bill/D-Form/Completion/Occupancy Certificate)
- (ix) Flat/Plot No.  
with address and area : Plot No. \_\_\_\_\_/Pkt.-\_\_\_\_\_, Sec.-\_\_\_\_\_,  
Bawana/Bawana-II/Narela, area \_\_\_\_\_
- (x) Any dispute in the Court, : Yes/No  
if resolved, copy of order : Annx. \_\_\_\_\_
- (xi) If change is:  
(a) within family members : Yes/No  
(b) outside family : Yes/No  
(c) prior to allotment letter : Yes/No
- (xii) Remarks, if any :

I/We do hereby affirm and declare that the information given above and in the enclosed documents is true and correct to the best of my knowledge and belief and nothing material has been concealed therein. I/we am/are well aware that concealment of facts and giving false information is a punishable offence and in case I/we am/are guilty of giving false information or concealment of facts herein, I/we will be liable to be punished with imprisonment and/or fine as per the relevant provisions of law. I/we also undertake that the benefits availed by me/us by furnishing such false information or concealment of facts shall be liable to be summarily withdrawn.

Yours faithfully,

For M/s. \_\_\_\_\_

Sign. of the Prop./Partner(s)/Director(s) (with stamp of firm)

Sl. No.	Name	Signature	Mobile No.
1.			
2.			

**Part-(B) – 5A**

**5. (A) For Change in name of Proprietorship due to death of original Proprietor in Proprietorship firm:**

**(a) List of documents required/enclosed:**

Sl.No.	Particulars/items	Annexure
1	(a) Original Death Certificate (in case of death of Proprietor)	Yes/No, Annex.-_____
	(b) Regd. Indemnity Bond from beneficiary applicant	Yes/No, Annex.-_____
	(c) Regd. Relinquishment Deeds/ Registered Will/Regd. Single Survivor Certificate issued by Competent Authority	Yes/No, Annex.-_____
	(d) Affidavit/NOC from legal heirs	Yes/No, Annex.-_____
	(e) ID proof of incoming proprietor (duly signed by him)	Yes/No, Annex._____
	(f) Amended STRC/Form-C/Form-5 (showing inclusion of new proprietor/partner) or any other govt. document, if/as applicable.	Yes/No, Annex._____
	(g) Photocopy of ID proof from all legal heirs (duly signed by legal heirs)	Yes/No, Annex._____
2.	Photocopy of Lease Deed, if Regd.	Yes/No, Annex._____
3.	If bldg. constructed, then any one proof of construction out of Power Bill/D-Form/Completion/Occupancy Certificate	Yes/No, Annex._____
4.	Letter of COC, if issued earlier for intermittent change, if applicable	Yes/No, Annex._____

**(b) Details of documents**

**(i) Death Certificate:**

- (a) Name of deceased : \_\_\_\_\_
- (b) S.No. of Death Certificate : \_\_\_\_\_
- (c) Date of Death : \_\_\_\_\_
- (d) Date of Registration : \_\_\_\_\_
- (e) Registration No. : \_\_\_\_\_
- (f) Issuing Authority : \_\_\_\_\_

**(ii) Indemnity Bond:**

- (a) Regn. No. : \_\_\_\_\_
- (b) Book No. : \_\_\_\_\_
- (c) Volume No. : \_\_\_\_\_
- (d) Page No.(s) : \_\_\_\_\_
- (e) Date of Regn. : \_\_\_\_\_
- (f) Authority : \_\_\_\_\_

**(iii) Relinquishment Deed/Will:**

- (a) Regn. No. : \_\_\_\_\_
- (b) Book No. : \_\_\_\_\_
- (c) Volume No. : \_\_\_\_\_
- (d) Page No.(s) : \_\_\_\_\_
- (e) Date of Regn. : \_\_\_\_\_
- (f) Authority : \_\_\_\_\_

**(iv) Details of legal heirs(as mentioned in Regd. Relinquishment Deed at Annx.\_\_\_\_\_)**

Sl. No.	Name	Age	Relation
1.			
2.			
3.			
4.			

(v) Name of Beneficiary(legal heir) \_\_\_\_\_

Sl. No.	Name	Age	Relation
1.			
2.			
3.			
4.			

**(c) Request for addition/deletion of the following names:**

1) Name(s) to be deleted/removed

Sl. No.	Name	Sl. No.	Name
i)		ii)	
iii)		iv)	

2) Name(s) to be added/inducted

Sl. No.	Name	In place of
i)		
ii)		

Note:1. In case of death of Proprietor, Regd. Relinquishment Deed from legal heirs/Regd. Will/Survivor Certificate in case of single heir is to be enclosed as stated above.

2. Attach anyone out of self attested Power Bill(in original)/Copy of D-Form/Occupancy/Completion Certificate as a proof of completion of construction of the factory building to avoid late construction/possession penalty if building is constructed.

Yours faithfully,

For M/s. \_\_\_\_\_

Sign. of the Proprietor(with stamp of firm)

Sl. No.	Name	Signature	Mobile No.
1.			
2.			
3.			

**FORMAT**  
**REGD. INDEMNITY BOND**  
(From incoming Proprietor/Partner/Director)

1. This INDEMNITY BOND is made & executed at Delhi, on \_\_\_\_\_, by Sh./Smt. \_\_\_\_\_ S/o/W/o LATE Sh./Smt. \_\_\_\_\_ R/O- \_\_\_\_\_ NEW DELHI-1100\_\_\_\_. (hereinafter called the "EXECUTANT").

**IN FAVOUR OF:-**

**Delhi State Industrial & Infrastructure Development Corporation (DSIIDC)**  
(hereinafter called the Authority/Lessor).

2. The expression the EXECUTANT & LESSOR shall mean and include the parties, their respective heirs, successors, legal representative, executors and assigns.
3. WHEREAS plot bearing No. \_\_\_\_\_ land area measuring \_\_\_\_\_ sq. mtrs., Sector- \_\_\_\_\_ situated in the layout plan of Bawana/Bawana-II/Narela, DSIIDC Industrial Complex under Relocation Scheme, Delhi (hereinafter called the plot) has been allotted by the DSIIDC in the name of M/s. \_\_\_\_\_, at \_\_\_\_\_ through its sole proprietor/partner/director, Sh./Smt. \_\_\_\_\_ R/O \_\_\_\_\_ Delhi-1100\_\_\_\_, against Application No. \_\_\_\_\_.
4. AND WHEREAS unfortunately, aforesaid Sh./Smt. \_\_\_\_\_ has expired intestate on \_\_\_\_\_, at Delhi, leaving being the following legal heirs:

Sl. No.	Name of the Legal heirs	Age Years	Major/ Minor	Relationship of the Deceased
1.				
2.				

5. AND WHEREAS after the death of Sh./Smt. \_\_\_\_\_ the above mentioned plot has been devolved/vested in favour of his/her legal heir(s) as mentioned hereinabove, in inheritance/succession, in equal ratio.
6. AND WHEREAS the legal heirs of the deceased, have represented the LESSOR to transfer their all rights, titles, interest and claims in the said plot as well as in the said firm in favour of the EXECUTANT herein, who is also one of the legal heir of the deceased.
7. AND WHEREAS the LESSOR has agreed to transfer the rights, titles, interests and claims of the deceased in the name of the EXECUTANT herein, in the records of aforesaid plot subject to furnishing an Indemnity Bond, indemnifying the LESSOR against any loss or any damage on account of said transfer of the plot in favour of the EXECUTANT herein.
8. AND WHEREAS in consideration of the aforesaid Agreement the EXECUTANT being Proprietor/Partner/Director hereby indemnifies and shall always keep the LESSOR

indemnified against all losses or damages that it may sustain by transferring the rights, title or interests of the deceased in favour of the EXECUTANT herein, proceedings or litigations that may be taken out or brought against it or arising out of or in connection with the transfer of rights titles or interests of the deceased in favour of the EXECUTANT herein.

9. AND WHEREAS the EXECUTANT hereby declares, assures and confirms the DSIIDC that the EXECUTANT is the only legally wedded wife of the deceased, for all intents and purposes and no one else, except the EXECUTANT, is the legally wedded wife of the deceased, in any manner. If it is found, in future, at any later, in any circumstances, that the deceased had any other wife, except the EXECUTANT, in that case the EXECUTANT will solely be liable and responsible for the same. The EXECUTANT hereby also undertakes to indemnify the DSIIDC against all losses, damages and claims, if any, may accrue due to mutation of the said plot in favour of the EXECUTANT, if future, in any circumstances, for all intents and purposes.
10. It is further declared that the above mentioned plot has not been sold till date.
11. In case of minor(s), the EXECUTANT hereby declares, assures and confirms that he/she will protect further rights and interest of the minor child/children till he/they attain the age of majority, for which the EXECUTANT has agreed to submit this Indemnity Bond with the DSIIDC, indemnifying the DSIIDC against all loses, damages & claims etc.

Minor(s) on attaining the age of major, its EXECUTANT will submit Relinquishment Deed in f/o EXECUTANT or submit Partnership Deed with EXECUTANT for shareholdings along with age proof of major(s).

AND WHEREAS the EXECUTANT hereby declares, assures and confirms the DSIIDC that the EXECUTANT will do each and every kind of possible good acts, deeds and things for the betterment and improvement of her minor children such as to impart them proper education, food, medical assistance, clothes, shelter, natural love & affection and proper caring for their bright future and career including solemnization of their marriage, as she can do best at her level to the best of her level and to do nothing which may adverse or against to their interests. The EXECUTANT will solely be liable and responsible for the same for all intents and purposes and the DSIIDC will not be held responsible for the same, in future, in any circumstances, for all intents and purposes.

12. AND WHEREAS after the death of Sh./Smt. \_\_\_\_\_ the above mentioned plot has been devolved/vested in favour of his/her legal heir(s) as mentioned hereinabove, in inheritance/succession. No other person(s) apart from the legal heirs mentioned above, falling under the category of Sharer, Residuary and Distant Kindred as per the Muslim Law of Succession has any right or interest in the said property. Further, the Executant herein indemnifies DSIIDC against any dispute arising out of claim made by any such person(s) falling under the category of Sharers, Residuaries and Distant Kindered under Muslim Law of Succession."
13. AND WHEREAS in consideration of the aforesaid contents and facts/contents submitted in application, Relinquishment Deed, Affidavits, in other documents submitted for mutation, Executant hereby indemnifies DSIIDC for all loses, damages & claims etc.

The EXECUTANT will solely be liable and responsible for the same for all intents and purposes and the DSIIDC will not be held responsible for the same, in future, in any circumstances, for all intents and purposes.

14. IN WITNESS, WHEREOF, the EXECUTANT has signed this DEED, after understanding the contents of the same in vernacular, in her sound and disposing mind, without any undue, influence, coercion or fraud, on the day, month & year, first above written, in the presence of the following witnesses:

**WITNESSES:-**

1. Sh./Smt. \_\_\_\_\_ EXECUTANT

ID No.

2. Sh./Smt. \_\_\_\_\_

ID No.

**Note:**

- (1) In case, EXECUTANT is married female lady, only then, Para-9 must be incorporated in the contents of Indemnity Bond otherwise not required.
- (2) In case any legal heir(s) is/are minor(s) Para-11 must be incorporated in the contents of Indemnity Bond otherwise not required.
- (3) In case of death of Proprietor/Partner/Director Para-4, 5 & 6 are applicable otherwise not.
- (4) In case of EXECUTANT is Muslim, Para-12 must be incorporated in the contents of Indemnity Bond otherwise not required.



**(FORMAT)**

**REGD. RELINQUISHMENT DEED**

**{For COC in case of Death of Proprietor/Partner(s)/Director(s)/Shareholder(s)}**

This DEED OF RELINQUISHMENT is made & executed at Delhi, on \_\_\_\_\_, by:-  
(1) Sh./Smt. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
R/o \_\_\_\_\_ (2) Sh./Smt. \_\_\_\_\_ S/o,  
W/o, D/o \_\_\_\_\_ R/o \_\_\_\_\_  
(3) Sh./Smt. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
R/o \_\_\_\_\_.  
(hereinafter called the RELEASORS)

**IN FAVOUR OF:-**

Sh./Smt. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
R/o \_\_\_\_\_.  
(hereinafter called the Releasee).

Whereas Late Sh./Smt. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
proprietor/partner/director of M/s. \_\_\_\_\_, was  
allotted by DSIIDC an Industrial Plot No. \_\_\_\_\_, Pocket-\_\_\_\_\_, Sector\_\_\_\_\_, area  
measuring \_\_\_\_\_sq. mtrs. situated in the layout plan of \_\_\_\_\_ Industrial Area,  
\_\_\_\_\_, Delhi-1100\_\_\_\_\_, against application no. \_\_\_\_\_ under the Relocation  
Scheme.

And whereas, the allottee Late Sh./Smt. \_\_\_\_\_ S/o, W/o, D/o  
\_\_\_\_\_ has expired on \_\_\_\_\_ at Delhi, and is survived by  
the following legal heirs:-

S. No.	Name of the Legal heirs	Age Years	Minor/ Major	Relationship of the deceased
1.				
2.				

-----  
And whereas, the son/wife of the deceased Sh./Smt. \_\_\_\_\_ of the  
deceased Sh./Smt. \_\_\_\_\_ has also expired on \_\_\_\_\_ at Delhi.

And whereas, there is no other legal heirs of the above said deceased except above  
mentioned.

And whereas, the RELEASOR(S) wishes to Relinquish their shares in the plot as  
mentioned hereinafter in favour of:- Sh./Smt. \_\_\_\_\_ S/o, W/o, D/o  
Late Sh./Smt. \_\_\_\_\_ R/o \_\_\_\_\_,  
New Delhi, who is also one of the legal heirs of the Allottee.

Pursuant to their wish(es) as mentioned above the RELEASOR(S) hereby release(s)  
and relinquish all their rights, interests, shares in the plot and hereby declare(s) and  
affirm(s) that they will have no claim, right or interest in the plot and the same vests  
absolutely in Sh./Smt. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ R/o  
\_\_\_\_\_, New Delhi, the (Releasee).

IN WITNESS WHEREOF the RELEASER & RELEASEE have signed this Relinquishment Deed, after understanding the contents of the same in vernacular, in their sound and disposing mind, without any undue influence, coercion or fraud, on the day, month & year, first herein above mentioned in the presence of the following witnesses:-

WITNESSES:

1.

RELEASER(S)

2.

RELEASEE

**(FORMAT)**  
**A F F I D A V I T**

{From legal heirs for COC in case of Death of Proprietor/Partner(s)/Director(s)}

I, Sh./Smt. \_\_\_\_\_ of S/o, W/o, D/o \_\_\_\_\_ R/o \_\_\_\_\_, New Delhi-1100\_\_\_\_ do hereby solemnly affirms and declares on \_\_\_\_\_ as under:

1. That my father/mother/husband/wife/brother/sister Sh./Smt. \_\_\_\_\_ S/o /D/o / W/o / B/o / Sis/o Sh./Smt. \_\_\_\_\_ was the sole Proprietor/Partner(s)/Director(s) of M/s. \_\_\_\_\_ at \_\_\_\_\_, New Delhi.
2. Vide Appl. No. \_\_\_\_\_, my father/mother Sh./Smt. \_\_\_\_\_ as a Proprietor/Partner of M/s. \_\_\_\_\_ had applied for an industrial plot under Relocation Scheme in the year 1996.

WHEREAS M/s. \_\_\_\_\_ were allotted a Plot No. \_\_\_\_\_, Pkt. \_\_\_\_\_, Sec. \_\_\_\_\_, measuring \_\_\_\_\_ sq. mtrs. at \_\_\_\_\_ Indl. Area, Delhi by DSIIDC through its Proprietor/Partner(s)/Director(s):

1. Sh./Smt. \_\_\_\_\_ S/o/W/o \_\_\_\_\_
2. Sh./Smt. \_\_\_\_\_ S/o/W/o \_\_\_\_\_
3. That \_\_\_\_\_ unfortunately my father/mother/husband/wife/brother/sister Sh./Smt. \_\_\_\_\_ passed away on dated \_\_\_\_\_, at Delhi and leaving behind the following legal heirs:

S. No.	Name of the Legal Heirs	Age (yrs.)	Major/ Minor	Relationship with the deceased
(i)				
(ii)				

and here is no other legal heirs of Late \_\_\_\_\_

4. That \_\_\_\_\_ now my father/mother/husband/wife/brother/sister Sh./Smt. \_\_\_\_\_ S/o /D/o / W/o / B/o / Sis/o Late \_\_\_\_\_ become the sole Proprietor/Partner(s)/Director(s) of M/s. \_\_\_\_\_ and he/she seeks to transfer the said industrial plot in his/her name in the record of Competent Authority.
5. That being the legal heir/son of Late \_\_\_\_\_, I have no objection for the transfer of above noted industrial plot in the name of my father/mother/husband/wife/brother/sister Sh./Smt. \_\_\_\_\_ proprietor/partner/director of M/s. \_\_\_\_\_ for which I or my legal heirs, nominees shall not raise any objection against the same.
6. That, I or my legal heirs, nominee shall not raise any objection/claim against the same, and if found otherwise, the same should be treated null and void in every court of law.
7. The deceased has not been behind any Regd./Un-Regd. Will in r/o above property.
8. That it is my true statement, and I have executed this affidavit with my full responsibility on \_\_\_\_\_.

DEPONENT

**VERIFICATION:**

I, the above named deponent do hereby solemnly affirms and declares on \_\_\_\_\_ that all the contents in this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

DEPONENT

**List of documents required alongwith application for Change of Constitution (COC) of the firm****1) Change of Proprietor/Partner(s) within family members due to death of proprietor/partner:****A. Proprietor:**

- i) Request from legal heirs (beneficiary)
- ii) Death Certificate (original)
- iii) Regd. Relinquishment Deed from all legal heirs in f/o beneficiary/Single Survivor Certificate issued by the concerned SDM Office in case of single survivor of deceased.
- iv) Regd. Indemnity Bond from beneficiary in prescribed format on website.
- v) Affidavit/NOC from all legal heirs in prescribed format on website.
- vi) Identity proof duly signed by incoming Proprietor.
- vii) Amended STRC, if applicable.
- viii) Photocopy of identity proof of all legal heirs (duly signed by all legal heirs).
- ix) Photocopy of Lease Deed (if registered).
- x) Any one out of self attested Power Bill(in original)/Copy of D-Form/Occupancy/Completion Certificate as a proof of completion of construction of the factory building to avoid late construction/possession penalty if building is constructed.

**B. Additional documents for change of Partner(s) besides (ii) to (x) except (vii):**

- xi) Request from Partner(s) and beneficiary {legal heir(s)} or as per Partnership Deed.
- xii) Self attested copy of Partnership Deeds, Dissolution Deeds (in chronological order).
- xiii) Details of change in partners and shares from date of application to date of request for COC.

**a) List of change in Partner(s) since 1996 till date:**

1	2	3	4	5
Sl. No.	Date of execution of Partnership Deed/Dissolution Deed	Name of partners	Shares (%)	Relation between Partner(s), if any

**b) Transfer of Shares since 1996 till date:**

1	2	3	4	5
Sl. No.	Name of Partner whose shares are transferred	Share (%)	Name of partners whom shares are transferred	Relation between Column 2 & 4

xiv) Form-'B' / 'C' from ROF and STRC, if applicable.

**Note:** All Partnership Deeds/Dissolution Deeds executed after 08.08.2007 having registered in the Registrar of Firm (ROF) shall only be accepted.

**2) Change in Partner(s) due to retirement – Additional documents besides documents mentioned at X, XI & XII:**

xv) Regd. Release Lease Deed if Lease Deed registered.

**3) List of documents for Change in Director(s)/Shareholder(s) in Pvt. Ltd. Firm:**

- i) Request from authorized person as per resolution letter.
- ii) Form-32 for every change
- iii) C.A. Certificate showing details of change in Director(s)/Shareholder(s) and shares from date of application to date of request for COC.
- iv) Any one out of self attested Power Bill(in original)/Copy of D-Form/Occupancy/Completion Certificate as a proof of completion of construction of the factory building to avoid late construction/possession penalty if building is constructed.

**a) List of Directors and their Shareholdings:**

**Date:**

S. No.	Name of Director(s)/Shareholders	No. of Shares	Shares %
1.			
2.			
<b>Date:</b>			
1.			
2.			
<b>Date:</b>			
1.			
2.			

**b) List of change of Directors since 1996 till date:**

S. No.	Date of Change/ Form-32	Name of Directors	Shares (%)	Relation between Directors, if any
1.				
2.				

**c) List of Shareholders and change in shareholdings since 1996 till date:**

1	2	3	4	5	6	7
S. No.	Name of Shareholder whose shares are transferred	Date	No. of Shares	Share (%)	Name of shareholders to whom shares are transferred	Relation between Column 2 & 6, if any
1.						
2.						

- v) Death certificate in case of death of shareholder.
- vi) CIN status of the company from the website of MOCA.
- vii) Attach anyone out of self attested Power Bill(in original)/Copy of D-Form/Occupancy/Completion Certificate as a proof of completion of construction of the factory building to avoid late construction/possession penalty if building is constructed.
- viii) In case of death of partner, if induction takes places from legal heirs i.e. in blood relation then following documents are to be enclosed to avoid levy of UEI charges:
  - a) Regd. Relinquishment Deed/Regd. Will/Single Survivor Certificate.
  - b) Notarized NOC from legal heirs.
  - c) Self attested photocopy of ID Proofs from legal heirs.
  - d) Self attested photocopy of ID Proofs incoming partner/beneficiary.

In case of non-submission of above documents, UEI charges shall be leviable.