

Pvt. Ltd.

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

To
The Chief Manager (IEM)
DSI IDC,
74-A, DSI IDC Office Building, Ring. Road,
Lajpat Nagar-III, Delhi-110024

Dated: _____
Plot No. _____
Mobile No. _____
E-mail: _____

Sub: Change in constitution of applicant firm.

Sir,

This has reference to the Plot no. _____ allotted to M/s. _____ through its sole proprietor/partner/director Shri/Smt. _____

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) Plot No. :

ii) Mobile No. :

iii) (a) Name of Firm with address:

(b) Correspondence Address :

iv) (a) Constitution of the Firm : (as per original application)

(i) Proprietorship	()
(ii) Partnership	()
(iii) Private Limited	()
(iv) Limited Firm	()

(b) Constitution of firm at present (at the time of request)

(i) Proprietorship	()
(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 is sued : 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.			

(5)– C

1. (C) For Change in Director/Shareholders and Shares in Pvt. Ltd. Firm

a) **CIN No. of the Company** : _____
(as per website of MOCA)

b) **Document to be enclosed:**

S. No.	Particulars/items	Annexure
1.	(a) Regd. Indemnity Bond from incoming Director	Yes/No, Annex. _____
	(b) ID proof of incoming Director/Shareholders duly signed by him/her	Yes/No, Annex. _____
	(c) Self attested copy of Form-32/Form-DIR-12 for each change	Yes/No, Annex. _____
	(d) Photocopy of Lease Deed, if Registered	Yes/No, Annex. _____
	(e) Certificate from CA as per format at Annex.-V	Yes/No, Annex. _____
	(f) Latest Board of Resolution or Minutes of the Meeting of Board of Directors (within 6 months) as per Format at Annex.-VI	Yes/No, Annex. _____
	(g) Self attested copy of Amended STRC, if applicable	Yes/No, Annex. _____
2.	In case of death of Director/Shareholders and his shares to be transferred to legal heirs	
	(a) Original Death Certificate	Yes/No, Annex. _____
	(b) Regd. Relinquishment Deeds/Regd. Will/Survivor Certificate	Yes/No, Annex. _____
	(c) Affidavit/NOC from legal heirs	Yes/No, Annex. _____
	(d) Photocopy of ID proof from all legal heirs (duly signed by legal heirs)	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. _____

c) List of Directors and their Shareholdings:

Date:

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

d) 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.				

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

1	2			3	4	5
S. No.	Name of Shareholder whose shares Are transferred	Date	No. of Shares	Share (%)	Name of shareholders to whom shares are transferred	Relation between Column2& 4, if any
1.						
2.						

f) Instructions for documents to be closed:

- i) Form-32 indicating all changes and Board Resolution Letter alongwith C.A. Certificate showing details of change in Directors/Shareholders and shares from date of application till date of request for COC.
- ii) Death certificate in case of death of shareholder.
- iii) CIN status of the company from the website of MOCA.
- 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.
- v) 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 in coming partner/beneficiary.

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

Note: If applicant finds above tables short, information may be supplied in the separate sheet in the same format.

g) Details of legal heirs (as mentioned in Regd. Relinquishment Deed at Annx.____)

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

h) Name of Beneficiary (legal heir)_____

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

i) Request for addition/deletion of the following names:

1. Name(s) to be deleted/removed

Sl. No.	Name with %age of shares held	Sl. No.	Name with %age of shares held
i)		ii)	
iii)		iv)	

2. Name(s) to be added/inducted

Sl. No.	Name with %age of shares held	In place of
i)		
j)		

Yours faithfully,

For M/s. _____

Sign. Of the Director(s) (with stamp of firm)
(as per Resolution Letter)

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

Part-C

(a) Chain of Partners/Directors/Shareholders/ transfer of Shares

<Please tick (✓) whichever is applicable>

S. N.	PD/DD	Partner/ Director/Sharehol	Name		Shares %	Relation		
	Partnership Deed (PD)/Form-32 dated	Existing						
	Dissolution Deed (DD)/Form-32 dated	Out going						
S. N.	1. Name of Partner/Directors/Shareholders whose shares are to be transferred	2. Shares to be transferred		3. Name of person(s)/partner/director(s) alongwith shares to		4. Part of share to be transferred (in %)	5. Total share after transfer of shares	6. Relation between 1&3
		No. of Shares	Shares %	Name	Shares %			

- Additional table may be added separately if needed.

(b) Details of Partnership Deed/Dissolution Deed/Form-32:

SI. No.	PD/DD/ Form-32	Date of Execution	Regd./ Un-Regd.	If PD/DD Registered then Details (Registered in ROF)	Name of Outgoing Partners/Retiring Partners
1.	PD/DD/ Form-32		Regd./ Un-Regd.	Date of Regn.- Regn. No.- Book No.- Volume No.- Page No.(s)- Issuing Authority-	
2.	PD/DD/ Form-32		Regd./ Un-Regd.	Date of Regn.- Regn. No.- Book No.- Volume No.- Page No.(s)- issuing Authority-	
3.	PD/DD/ Form-32		Regd./ Un-Regd.	Date of Regn.- Regn. No.- Book No.- Volume No.- Page No.(s)- Issuing Authority-	

Details of Form-32:

SI. No.	Form-32	Date	Details of registration in ROC	Name of Outgoing Director(s)/Retiring Director(s)
1.	Form-32			
2.	Form-32			
3.	Form-32			

PD- Partnership Deed, DD- Dissolution Deed

Note: Please tick (√) whichever is applicable.

(c) **Details of Death Certificate:**

SI. No.	Name of deceased Partner/Director/ Shareholders	Date of Death	Date of Regn./Regn. No./Issuing Authority
1.			S. No. of Death Certificate- Date of Regn.- Regn. No.- Issuing Authority-
2.			S. No. of Death Certificate- Date of Regn.- Regn. No.- Issuing Authority-
3.			S. No. of Death Certificate- Date of Regn.- Regn. No.- Issuing Authority-

(d) **Details of Relinquishment Deed/Will/Release Deed:**

SI. No.	Name of Beneficiary	Name of Persons Who Relinquished Shares	Date of Regn./Regn. No./Book No./Volume No./Authority	Details of legal heirs
1.			Regn. No.- Book No.- Volume No.- Page No.(s)- Date of Regn.- Issuing Authority-	
2.			Regn. No.- Book No.- Volume No.- Page No.(s)- Date of Regn.- Issuing Authority--	
3.			Regn. No.- Book No.- Volume No.- Page No.(s)- Date of Regn.- Issuing Authority-	

(e) **Details of Indemnity Bond:**

SI. No.	Name of Beneficiary	Date of Regn./Regn. No./Book No./Vol. No./Authority
1.		Regn. No.- Book No.- Volume No.- Page No.(s)- Date of Regn.- Issuing Authority-
2.		Regn. No.- Book No.- Volume No.- Page No.(s)- Date of Regn.- Issuing Authority-
3.		Regn. No.- Book No.- Volume No.- Page No.(s)- Date of Regn.- Issuing Authority-

(f) **I.D. Proof of Incoming Partners/Directors:**

SI. No.	Name	Regn. No. of DL/Voter Card/Aadhar Card
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 _____.
(herein after called the "EXECUTANT").

IN FAVOUR OF:-

Delhi State Industrial & Infrastructure Development Corporation (DSIIDC)
(herein after 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-_____, (hereinafter called the plot) has been allotted by the DSIIDC in the name of M/s. _____, through its sole proprietor/partner/director, Sh./Smt. _____
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 alongwith 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 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.

13. 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.

(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 _____.

(herein after called the RELEASORS)

IN FAVOUR OF:-

Sh./Smt. _____ S/o, W/o, D/o _____

R/o _____.

(herein after 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.

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 herein after 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)
AFFIDAVIT**

{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.

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):

3. Sh./Smt. _____ S/o/W/o _____
4. Sh./Smt. _____ S/o/W/o _____
2. 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 _____

3. 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.
4. 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.
5. 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.
6. The deceased has not been behind any Regd./Un-Regd. Will in r/o above property.
7. 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 there from.

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 Column2&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.			
Date:			
1.			
2.			
Date:			
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 Column2& 6,ifany
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) Relinquishment Deed/Regd. Will/Single Survivor Certificate.
 - b) NOC from legal heirs.
 - c) Photocopy of ID Proofs from legal heirs.
 - d) Photocopy of ID Proofs incoming partner/beneficiary.

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

Annexure-V

Format for On Letter Head of CA
Certificate from CA for Directors & their Shareholdings for Ltd. or Pvt. Ltd.

TO WHOM IT MAY CONCERN

Dated: _____

That M/s. _____ with CIN No. _____ was incorporated on _____ with Registrar of Companies, Delhi & Haryana. List of Directors/Shareholders and their shareholding from 1996 to till date is as given below:

List of Directors and their Share holdings:

Date:

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

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.				

List of Shareholders and change in share holdings since 1996 till date:

1	2			3	4	5
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 & 4, if any
1.						
2.						

(_____)
 Authorized Signature of Chartered Accountant (with Stamp)
 Name of Firm of Chartered Accountant _____
 (Name of Chartered Accountant) _____
 M. No. _____
 Address: _____

 _____.

Format for Board Resolution

To
Chief Manager (IEM),
DSI IDC,
74-A, DSI IDC Office Building,
Ring. Road, Lajpat Nagar-III,
Delhi-110024.

Sir,

We, the members of the Board of Directors of M/s._____.

Authorize and empower Sh./Smt. _____ &
Sh./Smt._____ to sign, execute, submit & collect all the necessary papers,
letters and documents in r/o change of constitution on behalf of the Company for the
Plot No., Pocket- , Sector- , measuring sq. mtrs. at _____,
Delhi-1100 .

Whereas, this board has full faith and confidence in the authorized signatory(ies);
therefore, assume responsibility for all the acts which may be performed by the
aforesaid Directors under their delegated authorities. Name, designation and specimen
signature of authorized signatories person are given below:

S. No.	Name of authorized signatory	Directors/Designation	Specimen Signature
1.			
2.			
3.			

Yours faithfully,

Name of Members of Board of Directors
(as per MoA/Article of Association) Authorizing

- 1.
- 2.
- 3.

Signature

OR

Submit certified copy of the resolution passed by the Board of Directors in its
meeting held on_____ authorizing Sh._____ to sign, execute, submit &
collect all the necessary papers, letters and documents in r/o change of constitution on
behalf of the Company for the Plot No., Pocket-, Sector-, measuring sq. mtrs. at _____,
Delhi-1100alongwith proof of submission of the minutes of the meetings to the Registrar
of Companies.