

## **I. Change in the name(s) of shareholders :**

### **1. Change in the names of Individuals:**

- a) Requests letter for change of name signed by all the shareholders.
- b) Original Share Certificate(s)
- c) A copy of notification in Official Gazette issued or a newspaper publication OR an affidavit executed on stamp paper of requisite value applicable in their state, duly notarized.
- d) Self-attested copy of PAN card(s) and Aadhar card(s) of all the shareholders.
- e) Fresh specimen signature(s) duly attested by a banker shall also have to be submitted with the RTA. Bank's Attesting authority shall give full name, address and Employee ID/Code while attesting the signature.

### **2. Change in the name consequent upon marriage/divorce:**

- a) Requests letter for change of name signed by all the shareholders.
- b) Original Share Certificate(s)
- c) A copy of marriage certificate / decree of divorce (divorce decree with specific order for name change on shares) duly attested by competent authorities (Magistrate, Notary Public, Gazetted Officer)
- d) Self-attested copy of PAN card
- e) Self-attested copy of Residence proof (Passport or Aadhar card or Voter ID or Driving License);
- f) Basic information form along with cancelled original cheque.
- g) Fresh specimen signature duly attested by a banker shall also have to be submitted to RTA. Bank's Attesting authority shall give full name, address, contact details and Employee ID/Code while attesting the signature.

### **3. Change in the name of Companies:**

Companies desirous of changing the name in which the share certificate has been issued shall have to furnish the following documents along with Original Share certificate(s)-

- a) A certified copy of the fresh Certificate of Incorporation issued by the Registrar of Companies along with attested copy of duly changed AOA, Memorandum of Association;
- b) Certified copy of Board Resolution signed by the Company Secretary/Directors on the letter head of the Company empowering the signatories to sign on behalf of the Company along with the specimen signature of the Authorized signatories is also to be submitted.
- c) Certified copy of Shareholders Resolution
- d) Scheme of Amalgamation/ Demerger as approved by Competent Court, etc., if any.
- e) Court Order /decree, if any.
- f) Duly attested copy of PAN card of the Company.

**4. Change in the name of Trust:**

- a) Certificate of Registration
- b) Trust Deed
- c) The Resolution signed by the Secretary/Trustee on the letter head of the Trust empowering the signatories to sign on behalf of the Trust along with the specimen signature of the Authorized signatories is also to be submitted.