

CHECKLIST FOR CHANGE IN REGISTERED OFFICE FROM ONE STATE TO ANOTHER

1. List of creditors and debenture holders, drawn up to the date not more than 1 month preceding the date of application i.e. INC-23, setting forth the following, namely:-
 - (a) the names and address of every creditor and debenture holder of the company;
 - (b) the nature and respective amounts due to them in respect of debts, claims or liabilities.
2. List of Employees not earlier than 30 days of filing application;
3. List of members/shareholders of the company drawn up to not less than one month;
4. Self-attested KYC of Directors and members;
5. Lease deed/Rent Agreement, if rented;
6. Copy of Registry, if owned;
7. Copy of the utility bills i.e., Electricity Bill/Broadband Bill/Telephone or Mobile Bill (not older than two months);
8. Photograph of Proposed Registered Office showing external building and inside office also showing therein at least one director/ KMP who has affixed his/her Digital Signature;
(External building photo must have proper flex/sign board disclosure as per Companies Act, 2013; as mentioned below)*

****Flex/Sign Board must have following disclosure:***

1. Name of company;
2. CIN of company;
3. Registered office address;
4. Contact No;
5. Email Id;
6. Website, if any;