Software Technology Parks of India-Chennai

Procedure for obtaining Name Change Approval

STP /EHTP unit is required to obtain Name Change approval, in the case of change in Company name

List of documents to be submitted to STPI:

1. Request Letter
2. Copy of ROC
3. Board Resolution for Name Change
4. Copy of Memorandum of Association and Article of Association.

Approval Process:

The documents submitted by the unit will be verified and the request will be processed. Subsequently, approval letter will be issued. The STP/EHTP member units are advised to approach concerned Custom/Central Tax Authorities with the name change approval issued by STPI for further formalities.

For any clarifications:
1. Mail us to chennai.imports1@stpi.in
2. Contact at 044-23703525