**[ON LETTER HEAD]**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Director,

Software Technology Parks of India,

9th Floor, GIFT One Tower, Block-56, Road-5C

Zone-5, Gift City, Gandhinagar – 382 355 (Gujarat)

Dear Sir,

**Sub: Change in Name of STP Unit - Reg.**

**Ref: STPI Approval No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dt\_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We wish to bring to your kind notice that there is change of name of our company from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We are enclosing herewith the following documents:

1. A Copy of Certificate from ROC for name change
2. Copy of Memorandum of Association and Article of Association
3. List of Directors before and after change of name
4. Board Resolution of existing company for handing over all assets and liabilities subsequent to name change.
5. Board Resolution of new company for taking over all assets and liabilities subsequent to name change.
6. Original Green Card
7. A Copy of updated IEC

In this regard we request your good office to kindly issue the NOC for change of name.

Thanking you,

Yours faithfully,

Signature:

(Name of Director/ Partner/ Proprietor/Authorized Signatory)

Designation:

Email-id & Contact No.: