

REQUIREMENT LIST

To change the registered office of the company outside the city limits

SR NO.	REQUIREMENT	DETAILS
1	Board resolution for change of registered office	
	Special resolution and Explanatory Statement	
2	Photographs of the new registered office Photo of external building Photo of office entrance door having banner of company with CIN number & new address Photo of internal office with at least one director sitting on desk	
3	Electricity bill not more than 30 days old	
	NOC OF THE PROPERTY IF RENTED OR LEASED	
4	NOC OF THE COMPANY/LLP, if sharing the same new premises	
5	Rent Agreement/ Registration agreement	