

Ref. No.

Date :-

**The Director,**  
Software Technology Parks of India,  
Plot No.1, MIDC, Rajiv Gandhi Infotech Park,  
Hinjewadi Phase -I, Pune - 411057

**Sub :- Change of Register office address.**

Dear Sir,

With reference to above subject, company has been registered with STPI as 100% EOU approval no. \_\_\_\_\_ dated \_\_\_\_\_. There is a change of Registered Office Address of STP unit from:

**Add** \_\_\_\_\_, **Tel** \_\_\_\_\_ **Fax** \_\_\_\_\_

to

**Add** \_\_\_\_\_, **Tel** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Brief Reason for change of register office address:** \_\_\_\_\_

Original Green Card has been submitted herewith for necessary amendments.  
Kindly update the same in your record and amend the Green Card with the New Registered Office Address.

Thanking You,

Yours faithfully,

For \_\_\_\_\_

(Signature)

Name & Designation of Authorized Signatory

Enclosures: Documents required for Change of Registered Office of the Company on next page.

## **Documents required for Change of Registered Office of the Company**

### **Shifting of Registered office within Same City/Town or Village**

<b>Sr.No.</b>	<b>Particulars</b>
1	Copy of Board Resolution regarding change in Registered Office
2	Copy of Form No. 18 (Shifting of Registered Office)
3	Copy of Cash Receipt of Form No.18 regarding payment of filing Fees
4	Original Green Card for Amendment

### **Shifting of Registered office from one State to another State**

<b>Sr. No.</b>	<b>Particulars</b>
1	Copy of Form No.23 showing Filing of Special Resolution with MCA along with copy of board resolution.
2	Copy of Cash Receipt of Form No.23 regarding payment of filing Fees
3	Copy of Petition filed by the Company with the Company Law Board u/s 17 of the Companies Act, 1956
4	Copy of Form No.21 regarding filing of order of CLB
5	Copy of Cash Receipt of Form No.21 regarding payment of filing Fees
6	Copy of Order passed by the Company Law Board
7	Copy of Form No. 18 (Shifting of Registered Office to new address)
8	Copy of Cash Receipt of Form No.18 regarding payment of filing Fees
9	Original Green Card for Amendment