

Process to change Name Change in Corporate Account

Checklist for Corporate Name Change:

The following documents would be required in case of corporate name change:

1. CRF form
2. KRA form
3. Copy of New pan card
4. Board resolution regarding name change. Also required Board resolution of both the companies (Specifying name change)
5. Bank account statement reflecting the new name
6. Fresh Certificate of incorporation with new name
7. Details of directors
8. Individual proof of directors and authorized signatory- Pan and address proof required (If aadhaar is provided, aadhaar consent is required.)
9. MOA and AOA reflecting name change.
10. All pages should be self-attested with new company seal and sign.
11. New authorised signatory list
12. Latest share holding pattern required. (If any share holder is a Non Individual entity and the share holding is 10% or more, then copy of pan, address proof and share holding pattern will be required.)
13. Latest 2 years balance sheet and PnL.
14. It is advisable to do complete KRA formalities.

Formats required to process "Name Change" are as follows :-

CRF - Available on website

Aadhaar Consent - Available on website