

# Software Technology Parks of India - Kolkata

## 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. List of Directors after change of name, if any
4. Board Resolution for Name Change
5. 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 [kolexim.desk@stpi.in](mailto:kolexim.desk@stpi.in)
2. Contact at +91-033-23673598/99, 033-23673798/99