

## Checklist for Product Change

- A. For Proprietorship Firm (at the time of allotment and current)
  - a. Pan Card of Firm
  - b. Pan Card of Proprietor
  - c. Identity Proof
  - d. Address Proof
  - e. Bank Attested Signature
  
- B. For Partnership Firm (at the time of allotment and current)
  - a. Copy of Partnership Deed
  - b. Copy of Power of Attorney
  - c. Pan Card for all partners
  - d. Pan Card of the firm
  - e. Identity Proof of all partners
  - f. Address Proof of all partners
  - g. Bank Attested Signature of the authorised partner
  - h. Authorisation Letter
  
- C. For Private Ltd. Company (at the time of allotment and current)
  - a. Copy of Articles and Memorandum of Association
  - b. List of Shareholders (major shareholding in case of Public Ltd. Co.) with their addresses duly certified by C.A. on Allotment Date
  - c. List of Shareholders (major shareholding in case of Public Ltd. Co.) with their addresses duly certified by C.A. on Current Date
  - d. List of Director with their addresses duly certified by C.A. on Allotment Date
  - e. List of Director with their addresses duly certified by C.A. on Current Date
  - f. Pan Card for all directors
  - g. Pan Card of the firm
  - h. Copy of Board Resolution
  - i. Identity Proof of all directors

- j. Address Proof of all directors
- k. Bank Attested Signature of the authorised person
- l. Authorisation Letter

D. For Public Ltd. Company (at the time of allotment and current)

- a. Copy of Articles and Memorandum of Association
- b. List of Shareholders (major shareholding in case of Public Ltd. Co.) with their addresses duly certified by C.A. on Allotment Date
- c. List of Shareholders (major shareholding in case of Public Ltd. Co.) with their addresses duly certified by C.A. on Current Date
- d. List of Director with their addresses duly certified by C.A. on Allotment Date
- e. List of Director with their addresses duly certified by C.A. on Current Date
- f. Copy of Board Resolution
- g. Pan Card for all directors
- h. Pan Card of the firm
- i. Identity Proof of all directors
- j. Address Proof of all directors
- k. Bank Attested Signature of the authorised person
- l. Authorisation Letter

E. For Individual / HUF / Government

- a. Pan Card for individual / karta
- b. Pan Card of the firm
- c. Identity Proof for individual / karta
- d. Address Proof for individual / karta
- e. Bank Attested Signature for individual / karta
- f. Authorisation Letter

F. Additionally, these documents are to be provided

- a. Application Form
- b. Project Report at the time of allotment
- c. EM Part II / SSI / SIA / Udyog Aadhaar

- d. Retention of Majority Owners (documentary evidence, proving beyond doubt, for the above and whether majority (51%) of the original proprietor / partner / shareholders will be retained)
- e. Approved Product (relevant details to be attached as per the Approved DPR)
- f. Proposed Product (relevant details to be attached)