

EVENT BASED COMPLIANCES

Change in Registered Office

Document Checklist for Event Based Compliances

For shifting the registered office of the company within the same city, state, or to another state.

Documents Required

- Certificate of Incorporation and MOA/AOA of the company
- PAN card of the company
- New registered office address proof (utility bill/rent agreement)
- NOC from the property owner of the new premises (if rented)
- Board Resolution approving the change of registered office
- Special Resolution (required for change outside local limits/state)
- NOC from creditors, if shifting to another state, as applicable
- Digital Signature Certificate (DSC) of a Director

Note: The above list indicates commonly required documents. Additional documents may be requested by the Ministry of Corporate Affairs (MCA), Registrar of Companies (ROC) or other regulators depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.