

ON THE LETTERHEAD OF COMPANY

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF [NAME OF COMPANY], HELD ON [DAY DATE TIME] AT [PLACE]

TO APPROVE CORRECTION / CHANGE IN THE ADDRESS OF THE REGISTERED OFFICE OF THE COMPANY :

“RESOLVED THAT pursuant to the provisions of Sections 12 of the Companies Act, 2013 and other applicable provisions, if any, the registered office of the company be and is hereby altered as

FROM:-

[OLD ADDRESS]

TO:

[NEW ADDRESS]

RESOLVED FURTHER THAT [NAME OF AUTHORISED SIGNATORY], [POST] of the Company, be and is hereby authorized to file all the necessary forms including Form INC-22 with the Registrar of Companies _____, [STATE] and to do such acts, deeds, and things as are necessary to give effect to the above Resolution.

RESOLVED FURTHER THAT change in the place of the registered office of the company be made in the nameplates or board affixed at the registered office and also in the letterheads, official publications, and documents of the company.”

\\CERTIFIED TRUE COPY

For [NAME OF COMPANY]

NAME OF AUTHORISED SIGNATORY

DESIGNATION

DIN/EE ID/ MEMBERSHIP NO.

Place :

Date :