

ON THE LETTER HEAD OF THE COMPANY

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

SHIFTING OF REGISTERED OFFICE OF COMPANY FROM [DISTRICT/STATE] TO [DISTRICT STATE] AND OUTSIDE CITY LIMITS

RESOLVED THAT pursuant to the provisions of section 12 of the Companies Act, 2013 and other applicable provisions of the Companies Act, 2013, if any read with Companies (Incorporation) Rules, 2014, and consent of the Board of Directors of the Company be and is hereby accorded to shift the registered office of the Company

From:

To:

FURTHER RESOLVED THAT No objection certificate from _____, owner of the premises, is placed before the board for using these premises as registered office of the Company.

FURTHER RESOLVED THAT for the purpose of giving effect to this resolution, any of the Directors of the Company be and is hereby severally and jointly authorised, on behalf of the Company, to do all acts, deeds, matters and things as deem necessary, proper or desirable and to sign and execute all necessary documents, applications and returns for the purpose of giving effect to the aforesaid resolution.”

//CERTIFIED TRUE COPY//

FOR NAME OF COMPANY

SIGNATURE OF AUTHORISED SIGNATORY

POST

DIN/EMPLOYEE ID

Date:

Place:

ON THE LETTER HEAD OF THE COMPANY

CERTIFIED TRUE COPY OF THE SPECIAL RESOLUTION PASSED AT EXTRA-ORDINARY GENERAL MEETING OF **NAME OF COMPANY HELD ON **DAY DATE PLACE****

SHIFTING OF REGISTERED OFFICE OF COMPANY FROM [DISTRICT/STATE] TO [DISTRICT STATE] AND OUTSIDE CITY LIMITS

To consider and, if thought fit, to pass, with or without modification(s), the following resolution as a Special Resolution:

RESOLVED THAT pursuant to the provisions of section 12 of the Companies Act, 2013 and other applicable provisions of the Companies Act, 2013, if any read with Companies (Incorporation) Rules, 2014, and consent of the Board of Directors of the Company be and is hereby accorded to shift the registered office of the Company

From:

To:

FURTHER RESOLVED THAT No objection certificate from [____], owner of the premises, is placed before the board for using these premises as registered office of the Company.

FURTHER RESOLVED THAT for the purpose of giving effect to this resolution, any of the Directors of the Company be and is hereby severally and jointly authorised, on behalf of the Company, to do all acts, deeds, matters and things as deem necessary, proper or desirable and to sign and execute all necessary documents, applications and returns for the purpose of giving effect to the aforesaid resolution.”

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FOR NAME OF COMPANY

SIGNATURE OF AUTHORISED SIGNATORY

POST

DIN/EMPLOYEE ID

Date:

Place:

ON THE LETTER HEAD OF THE COMPANY

CERTIFIED TRUE COPY OF THE EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) AND 110 OF THE COMPANIES ACT, 2013 FOR SPECIAL RESOLUTION PASSED AT EXTRA-ORDINARY GENERAL MEETING OF **NAME OF COMPANY HELD ON **DAY DATE PLACE****

SHIFTING OF REGISTERED OFFICE OF COMPANY FROM [DISTRICT/STATE] TO [DISTRICT STATE] AND OUTSIDE CITY LIMITS

As per the requirements of Section 102(1) read with Section 110 and other applicable provisions of Companies Act, 2013, this Explanatory Statement contains relevant and material information to enable the shareholders to consider and approve the Special Resolution on change of Registered Office of the Company from ___ to ___.

The Registered Office of the Company is presently situated at [CURRENT ADDRESS]

The Board of Directors at its meeting held on [DATE OF BOARD MEETING] considered and approved the proposal for shifting the Registered Office to **[NEW ADDRESS]** subject to the approval of the Members.

The proposed location is outside the local limits of jurisdiction and therefore requires approval of the Members by way of Special Resolution.

None of the Directors or Key Managerial Personnels or their relatives are in any way concerned or interested either directly or indirectly in the passing of the said Resolution, save and except to the extent of their shareholding in the Company, if any.

//CERTIFIED TRUE COPY//

FOR NAME OF COMPANY

SIGNATURE OF AUTHORISED SIGNATORY

POST

DIN/EMPLOYEE ID

Date:

Place: