



सर्वेषां विकासाय

# Standard Operating Procedure (SOP) For Industrial Use

**Service:** - Company Name Change Service

**Mode of Service:** Online

**Authority:** State Infrastructure and Industrial Development Corporation of Uttarakhand Ltd.

- Service Timeline for Approval: 15 days
- Single Window System and Application Access URL:  
<https://investuttarakhand.com/>
- SIIDCUL Websites:  
<https://www.siidcul.com>

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### Procedure for Submission of Company Name Change Service Application:

1. To apply for Company Name Change, the applicant would register himself/herself on Single Window Clearance system i.e. [www.investuttarakhand.com](http://www.investuttarakhand.com).
2. After registration, applicant would login in to "www.investuttarakhand.com" using his/her credentials.
3. After Login, a home page would display and the applicant would click on "Apply for Departmental services" Relevant List of all Departments would display under "Apply for pre establishment services" tab. The Applicant would select "SIIDCUL" from the available department list.
4. After Clicking "SIIDCUL", the applicant would select "Application for change in the name of allottee organization" from the available list of services.
5. Applicant would select the CAF ID (In case of new unit) or EU ID (In case of existing Unit. applicant need to fill up the Existing Enterprise form under the **Apply for Departmental Services**. A page will open to upload all the required documents for Company Name Change. Applicant will upload the documents and click on "Continue and Apply" then page will redirect to [www.eservicessiidcul.com](http://www.eservicessiidcul.com)
6. Property details would display. Applicant would select the property and click on "Proceed" Button.
7. Online Application form for Reconstitution would open. After filling all the required information applicant would click on "submit" button.
8. Reference Number will get generated.

### Approval Process of Company Name Change service and Issuance of Company name Change service approval Letter:

1. Applications are received in the Regional Manager console.
2. After scrutiny of applications, Regional Manager forwards the application to DGM.
3. DGM scrutinize the application and forward the application with recommendation to General Manager.
4. General Manager can approve or forwards the application to Managing Director for approval.
5. After Approval of General Manager / Managing Director, Regional Manager issues the permission letter online.
6. Applicant can download Approval Letter from [www.investuttarakhand.com](http://www.investuttarakhand.com) dashboard as well as allottee login and also receive in registered email id.

### Processing Fee for Company Name Change

- Plot Area 0 To 4000 sqmt/- Processing Fees=5000
- Plot Area 4001 To 8000 sqmt/- Processing Fees=10000
- Plot Above 8000 sqmt/- Processing Fees=20000

### Company Name Change Charges:

<i>S.No</i>	<i>Particular</i>	<i>Amount</i>	<i>Time</i>
<i>1</i>	<i>Company Name Change Charges</i>	<ul style="list-style-type: none"><li>• <i>Nil</i></li></ul>	NA

## Checklist of Document

### Check List of Documents for Company Name Change Service

#### **Common Documents**

- GST Registration No.
- Copy of Lease Deed

#### **In case of Company/ LLP**

- ROC Certificate
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#### **In case of Partnership/proprietor/Trust/HUF/Society/others**

- PAN Card with new name