

## **CHANGE IN REGISTERED OFFICE OF THE COMPANY**

For changing the registered office of the company, prior approval of the Registrar, Chit Funds is required to be obtained. For this purpose, following documents are required to be furnished alongwith the application:

1. Copy of resolution of Board of Directors regarding change of the Registered Office,
2. Copy of the rent agreement/lease deed,
3. Rent receipt,
4. No Objection Certificate for the landlord for use of premises,
5. Lay-out plan of the new premises, &
6. Proof of ownership of the premises of the landlord viz. copy of the Registry, Sale Deed, etc.

After all the documentary requirements are fulfilled, a spot inspection is carried out by the Inspector chits of the Chit Fund Dept. In case new site is found to be suitable for conducting chit business, approval of the RCF for shifting the registered office of the chit fund company is granted and thereafter the chit fund company has to file form no.18 in the office of the Registrar of companies and intimate all the subscribers about the change of its address.

A proof of submission of Form No.18 in ROC office and informing the subscribers about the change of address has to be filed with the RCF, Delhi.