

## Amendment Check-List

**16-A**

<b>Change in Name of the Company or Change in Office Address</b>		
<b>S.No</b>	<b>List of Documents</b>	<b>Mode of Acceptance online</b>
1	Request letter (Scanned Copy)	On Company's Letter Head
2	Attested copy of Udyam Certificate wherein new Name/Office address is incorporated	Self Attested
3	NSIC amendment Fee	Online
4	Original SPRS Enlistment Certificate.	To be returned by Post

**16-B**

<b>Change in Factory Address of the Company</b>	
<b>List of Documents</b>	<b>Mode of Acceptance online</b>
Request letter (Scanned Copy)	On Company's Letter Head
Attested copy of Udyam Certificate wherein changed factory address is incorporated	Self Attested
List of Store Details	Self Attested
Copy of ownership document of the premises or copy of Lease deed/Rent Deed.	Self –Attested
Latest Electricity Bill Copy.	Self
List of quality control equipment and testing facility available in factory.	Self
Inspection Fee	Online
NSIC amendment Fee	Online
Original SPRS Enlistment Certificate.	To be returned by Post

**16-C**

<b>Change in Partners</b>	
<b>List of Documents</b>	<b>Mode of Acceptance online</b>
Request letter (Scanned Copy)	On Company's Letter Head
Copy of new Partnership Deed	Self Attested
General Power of Attorney	Self Attested
NSIC amendment Fee	Online
Death Certificate incase of demise of any Partner	Self Attested
Original SPRS Enlistment Certificate.	To be returned by Post

16-D

Change in Directors	
List of Documents	Mode of Acceptance online
Request letter (Scanned Copy)	On Company's Letter Head
List of sitting Directors and their Shareholding in the company	Self Attested
Board Resolution	Self Attested
NSIC amendment Fee	Online
Death Certificate incase of demise of any Director	Self Attested
Original SPRS Enlistment Certificate.	To be returned by Post

16-E

Amendment in Monetary Limit		
S.No	List of Documents	Mode of Acceptance online
1	Request letter (Scanned Copy)	On Company's Letter Head
2	<ul style="list-style-type: none"> <li>• Face of Audited Balance Sheet,</li> <li>• Profit and Loss A/cs,</li> <li>• Schedule of Fixed Assets</li> <li>• Schedule of Revenue from Operations</li> </ul> (Latest, duly signed by the authorized person under his seal.)	Self Attested
3	Statement showing the Results of Operation for the last 3 years duly signed by Chartered Accountant by indicating UDIN . (Annexure 'C').	Self Attested
4	NSIC amendment fee.	Online
5	Original SPRS Enlistment Certificate.	To be returned by Post

16-F

Inclusion of Additional Items (Stores)	
List of Documents	Mode of Acceptance online
Request letter (Scanned Copy)	On Company's Letter Head
Revised Udyam Certificate wherein <b>additional activities are</b> included.	Self Attested
List of Plant & Machinery installed for manufacture of additional item(s). Applicable Amendment fee	Self Attested
Details of Stores to be added	Self Attested
List of quality control equipment and testing facility available in factory.	Self
Inspection Fee	Online
NSIC Fee	Online
Original SPRS Enlistment Certificate.	To be returned by Post

16-G

Change in Category (SC/ST and General)	
List of Documents	Mode of Acceptance online
Request letter (Scanned Copy)	On Company's Letter Head
Revised Udyam Certificate reflecting Category	Self Attested
Category Certificate	Self Attested
Supporting document for % of Share.	Self Attested
NSIC Fee	Online
Original SPRS Enlistment Certificate.	To be returned by Post