

Documents required to be submitted along-with  
the request/ application for taking Change of Name on record

- (i) Application (format attached for ready reference) preferably on company letter head under the signature of Authorized signatory to ADG(DS), Department of Telecommunications, Room No. 1021, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001.
- (ii) Duly certified copy of Certificate of incorporation of the company issued by ROC in new Name, or Form 18/22 alongwith GAR – 7 form

**Note:**

1. All the documents are required to be certified by authorized signatory on each and every page.
2. Each page of the correspondence should be serially numbered including the covering letter.

No. \_\_\_\_\_

Dated: \_\_\_\_\_

TO

ADG(DS),  
Department of Telecommunications,  
Room No. 1021, Sanchar Bhawan,  
20, Ashoka Road,  
New Delhi-110117.

Subject: Request for taking Change of Name of the company on record.

Ref: ISP Licence No. \_\_\_\_\_, Dated \_\_\_\_\_, Service Area- \_\_\_\_\_

Sir,

With reference to above referred license, it is requested that the change of the name of the licensee company as detailed below may kindly be taken on record:

Existing Name in record:

New Name to be taken on record:

Following documents are enclosed in this regard:

Sr. No.	Detail of Documents	Enclosed as	Page Nos. (e.g. 4 to 9)
1.	Certified copy of Certificate of incorporation in New Name, or Form 18/22 along with GAR – 7 form	Annex-I	_ to _
2.	Any other document: a) b)	Annex-II	_ to _

It is certified that the above mentioned documents have been duly checked for proper entries and relevant details and all the papers are authenticated by authorised signatory (each and every page) and company secretary (where ever required) as per the checklist of documents available on DoT website.

Our request for taking change of name of the ISP licensee company on record may kindly be processed.

(Name & Signature of Authorized signatory)

Company Stamp

