

NAME OF THE COMPANY

CIN:

REGISTERED ADDRESS OF THE COMPANY

Certified copy of the relevant extract from the minutes of the Meeting of Board of Directors of <Name of the Company>, held on <Date> at the registered office of the company.

After discussion the Board passed the following Resolutions:

“RESOLVED THAT,

“(i) The registered office of the company be and is hereby shifted from its present location at <Old Address> to <New Office Address>, under the jurisdiction of <Place> and within the local limit of the town where present registered office of the company is situated; and

(ii) The <Chartered Accountant or Company Secretary> be and is hereby authorized to file with the Registrar of Companies, FORM INC 22 containing verification of the situation of the registered office of the company.”

Thanking You,

Yours Faithfully,

For <Name of Company>

<Name of Director>

Director

DIN:

Address:

Date:

Place: