

Checklist for Change of Location of Unit

Sl.No.	Particulars	Compliance	
		Yes	No
1	A request letter stating specific reason along with three copies of floor plan certified by Architect & authorised signatory where the operations are proposed to be shifted is submitted by the party.		
2	The floor plan should mention the address and dimensions of the new location.		
3	Copy of lease deed.		
4	An undertaking on Letterhead declaring "no other company working on proposed location".		
5	Original Green Card for necessary amendment.		
6	LOP validity with details		
7	Original Green Card for Amendment		