

List of tentative documents required for conversion from Partnership Firm to Pvt. Ltd. or Ltd. Co.

- A. In the case of direct conversion from Partnership firm to Pvt. Ltd. or Ltd. Company.

Please see the Memorandum of Association (MOA). The name of Partnership firm must be mentioned in the objective clause of the MOA.

Preferably all partners should be there in a new Pvt. Ltd. or Ltd. Company. If not, NOC is required from the outgoing partner.

The following documents are required:

1. A copy of MOA of the Pvt. Ltd. or Ltd. Company as the case may be, which clearly states that the said Partnership firm has been converted into Pvt. Ltd. or Ltd. Company as per the provision of the Companies Act.
2. Forwarding letter on the letterhead of the Pvt. Ltd. or Ltd. Company to be signed by one of the Director.

The forwarding letter should include:-

The (Name of Partnership firm) is registered subscriber of GS1 India vide Company Prefix (GCP) number (mention GCP). The said partnership firm has now been converted into Pvt. Ltd. or Ltd. Company. The partners are the Directors (specify the number of common partners/Directors) in the said Pvt. Ltd. or Ltd. Company and the NOC(s) is/are enclosed from the outgoing partners. Therefore please allow us to use the same GS1 Company Prefix number in the new Pvt. Ltd. or Ltd. Company.

3. Another letter is required on the letterhead of the Partnership firm to be signed by one of the Partner of the firm, other than the person signing the letter on the letterhead of the Pvt. Ltd. or Ltd. Company. The letter should include:

The (Name of Partnership firm) is registered subscriber of GS1 Company Prefix number (Mention GCP). The said firm has now been converted into Pvt. Ltd. or Ltd. Company. I am one of the Partners (name of the Partner) and one of the Directors in the said Pvt. Ltd. or Ltd. Company. Therefore please allow us to use the same Company Prefix number in the new Pvt. Ltd. or Ltd. Company.

4. A copy of the Partnership Deed.
5. A copy of PAN Card and Vat Certificate of Pvt. Ltd. or Ltd. Co.
6. Form to Update GS1 India Records
7. Fee, as applicable, towards updating the company's name.

B. In the case when first Company is registered as Pvt. Ltd. or Ltd. and then the business of the **partnership firm** is taken over by them. Preferably all the Partners should be the Directors in the Pvt. Ltd. or Ltd. Company. If not all, then NOC(s) is/are required from the outgoing partners for use of GS1 Company Prefix (GCP) numbers by the Pvt. Ltd. or Ltd. Company.

1. A copy of the Memorandum of Association of the Pvt. Ltd. or Ltd. Co. as the case may be.
2. Forwarding letter on the letterhead of the Pvt. Ltd. or Ltd. Company to be signed by one of the Directors and the forwarding letter should include:

The (Name of Partnership firm) is registered subscriber of GS1 India vide Company Prefix (GCP) number (mention GCP). The said partnership firm has now been taken over by xxxxxxxx (Name of the Pvt. Ltd. or Ltd. Company). The partners (mention the number of common partners as Directors) are common. The NOC is attached from outgoing (mention number of outgoing partner) partners. Therefore please allow us to use the same GCP number in the new Pvt. Ltd. or Ltd. Co. on the same terms & conditions.

3. Excerpts from the Minutes of the Meeting in which it was decided to take over the business of the partnership firm.
4. Another letter is required on the letterhead of the partnership firm to be signed by one of the partner of the firm as Partner & other than the person signing the letter on the letterhead of the Pvt. Ltd. or Ltd. Company. The letter should include:-

The (firm name) is registered subscriber of of GS1 India vide Company Prefix (GCP) number (Mention GCP). The said firm has now been taken over by M/s xxxxxxxxxxxx (name of the Pvt. Ltd. or Ltd. Company). I, one of the partners (name of the partner) of the firm is one of the Director in the said Pvt. Ltd. or Ltd. Company. The partnership firm does not exist at all. Therefore, please allow us to use the same GCP in the new Pvt. Ltd. or Ltd. Company.

5. Copy of the Partnership Deed
6. Copy of Dissolution Deed
7. Copy of the acknowledgement letter towards surrender of VAT / TIN certificate to the concerned department
8. Date on which the business was transferred / taken over by Pvt. Ltd. Co.
9. Relevant pages of the Business Transfer Agreement, if any.
10. NOC from outgoing partners

11. Copy of any invoice towards the transfer of stocks & Assets.

Please note: The GCP will not be transferred based on transfer of Brand name, Trademark or business transfer agreement.

On receipt & reviewing the above documents or as demanded from time to time, GS1 India will decide on the name change request.

The decision of GS1 India shall be final & binding in all circumstances.

If approved, then you would be required to submit:

- a. Copies of MOA, PAN and VAT of Pvt. Ltd. Co.
- b. Form to Update GS1 India Records
- c. Fee, as applicable, towards updating company's name.